

CONSULAR SERVICES FOR AMERICAN CITIZENS RESIDING IN APP RENNES' DISTRICT

APP Rennes, Consular services

30, quai Duguay-Trouin
35000 Rennes
FRANCE

Tel: 02-2344-0960
Fax: 02-9935-0092
E-mail: usarennes@state.gov

Hours: 9.00 AM - 6.00 PM, Monday through Friday, except on French and American holidays. **By appointment only.**

The consular district of **APP Rennes** encompasses three regions of Western France: **Brittany, the Loire Region and Lower Normandy.**

The Consulate provides limited consular services for the American citizens residing in the district. We strongly recommended for those staying more than a few months to register at the Consulate.

Consular Services provided by APP Rennes

- **Issuance and renewals of U.S. passports**
- **Notary services** for documents to be used in the U.S or for documents to be used by U.S citizens resident in France
- **Report of birth** for children born in France to U.S citizens
- **Assistance to U.S citizens** who are in financial difficulty, ill, incarcerated or who have relatives that die in APP Rennes' district
- **Lists of English-speaking** doctors, attorneys and driving instructors
- **Information on absentee voting** and selective registration

The procedures remain the same as described by the Office of American Services.

Concerning any other consular service:

- Federal Benefits and Veterans' Services
- Marriages
- Exiting/Entering the U.S. without a valid US passport
- Death of Americans in France
- Judicial Assistance
- Visas

you should refer to the **Office of American Services** in Paris.

VISAS FOR FRENCH CITIZENS: the Consulate does not process visas for French citizens going to the United States. They should refer to the Embassy in Paris
<http://france.usembassy.gov> or 08 92 23 84 72

I. SERVICES AVAILABLE AT THE CONSULATE IN RENNES

A. Registration with the consulate

As soon as possible after your arrival in France, you should register with the Consulate. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency. No information on your whereabouts will be released without your authorization. When you register, be sure to bring your U.S. passport with you to the Consulate. If your passport is lost or stolen, registration will also make replacement easier and faster. You may also register with the United States Embassy at the following website address: <http://travelregistration.state.gov/ibrs>.

Registration:

- Establishes U.S. citizenship
- Expedites and simplifies the issuance of passports;
- Simplifies the issuance of consular reports of birth abroad for children born to U.S. citizens parents; this is a vital step in establishing the U.S. citizenship of children born outside the U.S.
- Facilitates provision of benefits in the event of a registrant's death.
- Facilitates assistance in serious personal emergencies such as accidents, arrest, or serious injury.
- Expedites emergency evacuation in case of natural or other disasters, or life-threatening civil disturbances.
- It can help the Embassy / Consulate assist relatives more effectively and quickly if a registered citizen dies, or in the event of family emergencies

TO REGISTER with the U.S. Consulate, you may come in person with your United States passport. It should take you no more than a few minutes to complete the registration card and have your passport verified. If you are unable to come, you may choose to cut out and use the registration card to register yourself and your family by mail (make photocopies as necessary). **A separate card is needed for each U.S. citizen to be registered.** Registration is recommended for all U.S. citizens who plan to spend more than 90 days in France. **Information:** 02-2344-0965 or check the U.S Embassy web site at; <http://france.usembassy.gov>

SOCIAL SECURITY NUMBER: A Social Security number can be required. Due to the tremendous volume of applications processed annually, frequently two or more individuals will have identical names and dates of birth. In cases of emergencies, lost or stolen passports, the Social Security number may be used as a secondary means of identification and assist the Department of State in differentiating these individuals.

PASSEPORT REGISTRATION CARD

BIOGRAPHICAL DATA ☐ Male ☐ Female

Last Name *Given Name* *Suffix*

Date of Birth (Month-Date-Year)

Place of Birth (City/Town, State, Country) *SS Number*

PERMANENT ADDRESS

Street Address

City/Town, Country *Postal Code*

TELEPHONE/CONTACT INFORMATION

Residence _____ *Work* _____

Email _____

PASSPORT INFORMATION

Passport Number *Date Of Issue*

Date Of Expiration *Place of Issue*

Passport Issued In the name of :

☐ Same as above

☐ Different than above; (please give name below)

Last name, first name _____

ADDITIONAL INFORMATION

Height *Hair Color* *Eye Color* *Marital Status*

STAY IN FRANCE

Expected length of stay in France ☐ Permanent ☐ Definitive period (please specify)

Purpose Of Visit/Stay: ☐ Private ☐ Contract ☐ Student ☐ Other

IN CASE OF EMERGENCY, NOTIFY

Last name, first name

Relationship

Address (Street address, City, State, Postal Code, Country)

Telephone number with country and area code

Privacy Act Statement “I have read the privacy act statement (at your disposal on counters and at window #7) furnished me with this registration. In the event this office is contacted by family or friends inquiring as to my welfare or whereabouts, I do () or I do not () authorize release of information contained on this card.”

Signature (for a child, please sign “by mother” or by father’)

Date (month/day/year)

Please return this registration card with a photocopy of your U.S. passport to the Consulate General in your consular district (see list of U.S. Consulates in France at the end of this guide)

DEPARTMENT OF STATE - PASSPORT OFFICE PRIVACY ACT STATEMENT

The information solicited on this form is authorized by those statutes of the United States which govern the acquisition and loss of the United States nationality, the issuance and denial of United States passports and related facilities, and the violation of those laws; including but not limited to those statutes codified in Titles 8, 18 and 22, United States Code, and all predecessor statutes whether or not codified, and regulations issued pursuant to Executive Order 11205 of August 5, 1966.

The primary purpose for which the information is intended is to establish citizenship, identity and entitlement to issuance of a United States passport or related facilities, and to properly administer and enforce the laws governing the acquisition and loss of United States nationality, issuance and denial of United States passport and related facilities, and violations of those laws.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties, pursuant to a subpoena or court order directing the production of such information, and as set forth in the Federal Register Volume 40, (pages 40474 and 40475). Failure to provide the information requested on this form may result in the denial of a United States passport, related document or service.

B. Passport renewal

Most passports must be renewed by mail, others renewals may require a personal appearance before a Consular Officer.

If you are aged 26 or older, you do not have to have to make a personal appearance in order to renew or replace a passport. You will need to pay the fee by purchasing from a French Post Office a money order called a mandat-cash. The mandat-cash must be in the **exact amount**--no more or less. You may call our Consular office in Rennes for further details 02 23 44 09 65 or E-mail us at usarennes@state.gov to request the necessary forms.

However, if you have not yet reached 26 yet, you will need to make an appointment with a Consular Officer at the APP of Rennes. Your passport will be issued at the National Passport Center (NPC) in Portsmouth, N.H and returned to the Consulate by express mail.

If you wish to renew your passport or replace a stolen one, you should take an appointment with the Consular Services and come with the following items:

- Your most recent passport,
- Two (2) identical and recent photographs. They must be taken full face with a white or very light background measuring 5 cm by 5 cm (2 inches X 2 inches). Clarify to the photographer that the photos are specifically for a U.S. passport: photo requirements are different for French and other passports. Photo booth machine photographs **are not** acceptable.
- Fees in credit card or “mandat cash”

For adults 16 years or older the cost is \$67.00 (or the equivalent in euros). For children under 16 or younger the cost is \$82.00 (or the equivalent in euros).

When traveling, please remember to carry a photocopy of your passport separately from your passport. In the event of loss or theft, the copy will facilitate issuance of an emergency passport.

C. Report of Birth

I. Registration of U.S. Citizen children born abroad

The US Consular Office can register the birth of children born abroad to U.S. citizens and help parents obtain a first passport and social security number for newborn children. In the registration process, a Consular officer determines the eligibility of U.S. citizen parents to "transmit" citizenship to the child. The requirements of U.S. law for the transmission of U.S. citizenship to a child are set forth in section II of this document.

Upon registration, the child will be issued a **Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240)**. This document is a basic citizenship document. In the United States, it may be easier to present this document as a birth certificate in place of a foreign birth certificate.

The Consular Report of Birth Abroad will be prepared by the Embassy in Paris. In most cases the child's passport application will be sent to the National Passport Center and the passport will be returned to the Embassy about two weeks after your interview.

U.S. citizen parents should register their children as soon as possible but it is imperative that registrations take place before the children reach eighteen years of age. A Consular Report of Birth Abroad cannot be prepared if the child is 18 years old or more at the time the birth is reported. Persons born abroad who are more than 18 years of age, and who believe they have a claim to U.S. citizenship, but who have never been documented as a U.S. citizen, should apply to the nearest American consular office for information and assistance in investigating their claim to U.S. nationality.

II. Requirements of the U.S. Immigration and Nationality Act for Transmission of U.S. Citizenship to Children Born Abroad

You may call the US Consulate in Rennes to make an appointment and request an information packet at 02.23.44.09.65, or you may also contact us by e-mail at usarennes@state.gov. In order to obtain a report of birth you will need to bring the following:

- The child's birth certificate issued by the local authorities at the place of birth. For births in France, request the "l'acte de naissance intégral" from the Mairie and **NOT** "extrait de l'acte de naissance". Neither the "livret de famille" nor a "fiche individuelle d'état civil" can be accepted as a birth certificate.
- Evidence of the U.S. citizenship of the child's parent(s). (ex. Passport, naturalization certificate)
- The marriage certificate of the child's parents.
 - if the marriage took place in France, bring the "livret de famille" as well.
 - if the marriage took place in the United States, bring the original state marriage certificate issued by the civil authorities in the United States or a certified copy.

- If either of the child's parents has been married before, evidence of termination of that marriage such as an original certified copy of the decree of dissolution or divorce or a death certificate.
- If only one of the parents is a U.S. citizen, a statement by that parent listing the precise periods of his or her actual physical presence in the United States.
- The completed forms which we will send you prior to the appointment.
- For the child's passport, two (2) identical and recent photographs taken full face with a very light background measuring 5cm by 5 cm are needed.
- Fees in credit card or “mandat-cash”. Personal checks cannot be accepted. The report of birth fee is \$65.00 or 55.25 euros. The first passport for a child under 16 costs \$82.00 or 69.70 euros. That is a total of \$147 or 124.95 euros.
- The presence of both parents is required for the children under 14.

D. Notarial Services

Notarial Services are available to all U.S. passport holders and to foreign nationals with documents destined for use in the United States. They are executed by the Consular Officer and may include documents to be signed before them, statements made under oath, affidavits and acknowledgments. To notarize a document, you must come in person to the office with the following documents:

- A valid passport or form of identity issued by a Government agency. Ex: driver licenses are acceptable, student ID's are not.
- The document to be notarized
- \$30.00 (or 25.50 euros), by credit card. Each additional seal provided at the same time in connection with the same transaction will cost \$20 or the euro equivalent (17 euros)
- If your document must also be witnessed, please bring your witnesses with you. Consular officers and staff may NOT be witnesses for notarial purposes.

E. Photograph Requirements

Photographs for U.S passports are not the same size or quality as photographs for French passports. Please assure that the following conditions are met for your U.S. passport photos.

- Two (2) identical, unsigned, color photographs, white or off-white background, taken within the past six months.
- Square images, exactly 2 x 2 inches (5 x 5 centimeters).
- The customer's head, measured from the bottom of the chin to the top of the hair, should be between 1 inch and 1-3/8 inches (2.5 – 3.5 centimeters). The head should be centered in the photo. The head of the person being photographed should not be tilted up, down or to the side. It should cover about 50% of the area of the photo. (Please leave about 1 cm between the head and the top of the edge of the photo).

- The photo should show a clear, front view of the customer.
- The customer should be in normal street attire, without a hat.
- Glasses, but not sunglasses, may be worn.
- Uniforms may only be worn if part of religious attire that is worn daily.
- Only original photographs are acceptable. *Digital photographs* must conform to the standards listed here:
http://www.travel.state.gov/passport/ppphotos/digital_photography.html
- For more information, please see <http://travel.state.gov/ppphotos/faqs.html> and <http://france.usembassy.gov/consul/acs/home.htm>
- You may also contact the Embassy's Passport Office at (33) 1-43-12-49-42 from 3pm to 4:30pm or (33) 1-43-12-48-76 between 3pm and 4:30pm only. You may also call the answering machine (01-43-12-23-47) at any time.

We advise you to call the photographer before going. Specify that you want photographs for an American passport, since photographers make various-sized photographs.

PHOTOGRAPHERS	ADRESS	HOURS
CENTRAL PHOTO TEL: 02-31-85-40-11 FAX: 02-31-85-14-75 Price: 6,50 euros for 2	14 – 16, rue Saint – Jean 14000 CAEN	Monday 2pm – 7pm Tuesday – Saturday 10am – 7pm Closed from 12pm–2pm every day.
SHOP PHOTO TEL: 02-99-79-23-39 Price: 5,95 euros for 2 E-mail: central.studio@wanadoo.fr	4, rue du Pré – Botté 35000 RENNES	Monday 10am – 7:30pm Tuesday – Friday 9:30am - 7:30pm Saturday 9:30am – 7pm
CAMARA PHOTO St MALO TEL: 02-99-82-21-15 Price: 6,50 euros	Centre Commercial Découverte Rue Miche de la Bardeliere 35400 SAINT MALO	Monday – Saturday 9:30am – 7:30pm
LA BOUTIQUE A PHOTOS HUBERT OGER TEL: 02-40-20-36-11 Price: 15 euros for 4 (instant)	15, rue Paul Bellamy 44000 NANTES	Tuesday – Saturday 9:30am – 7pm

Mariages & Photographes TEL: 02-97-54-38-81 Price: 6,90 euros for 1	5, place Saint-Pierre 56000 Vannes	Monday: 1:30pm – 7pm Tuesday – Saturday 10:30am – 12:30pm 1:30pm – 7pm
STUDIO BRETAGNE TEL: 02-97-64-52-93 FAX: 02-97-21-58-29 Price: 7,60 euros for 4	47, rue Paul Guieysse 56100 Lorient	Tuesday – Saturday 8:30am – 7pm
ELIZABETH PHOTO Tel: 02-43-28-66-60 Price: 6,50 euros for 2	22, rue Claude Blondeau 72000 Le Mans	Monday: 2pm – 7pm Tuesday – Saturday: 10am – 7pm
PHOTO CAVAN TEL: 02-96-39-03-14 FAX: 02-96-39-43-17 Price: 10 euros for 4	17, rue de la Ferronnerie 22100 DINAN	Monday 2pm – 7pm Tuesday – Saturday 9am – 12:30pm 2pm – 7pm
PHOTO – STOP TEL: 02-41-87-65-42 FAX: 02-41-20-01-49 Price: 10 euros for 2	59, rue Plantagenet 49100 Angers	Monday 2pm – 7pm Tuesday – Saturday 1:45pm – 7:15pm

II. THE OFFICE OF AMERICAN SERVICES IN PARIS

Address: U.S. Embassy,
Office of American Services
2 rue St-Florentin, 75382 Paris Cedex 08

Metro: Concorde

Telephone: 01-4312-2222

Web site: <http://france.usembassy.gov/consul/consulat.htm>

E-mail: citizeninfo@state.gov (only for questions concerning American citizenship or passports or to make appointment for birth registration; for questions concerning visas to the U.S. please phone the Visa Information Line: 08 92 23 84 72 and press 2)

Hours: 9:00 AM-3:00 PM (except for notariats: 9:00 AM-12:00 PM)

Monday through Friday without interruption / except on French and American holidays.

The Office of American Services (OAS) offers a wide range of services to Americans in France (and French territories), some of them that the Consulate in Rennes cannot provide. These include:

-Assistance to U.S. citizens who are destitute, ill, incarcerated or have relatives who die in the Paris Consular District as well as with other services. For these services, you may consult the Minitel at 3614 code 'Etats-Unis'.

-Lists of English-speaking doctors, dentists & attorneys, etc... in France

-Information on travel advisories. Travelers may obtain up to date information on security conditions on our website: <http://france.usembassy.gov>

-Information on absentee voting, and selective service registration.

-Claims for both veterans and social security benefits,

-Transfer of Social Security and other U.S. government benefits to beneficiaries residing abroad.

-Information on procedures to obtain a number of foreign public documents.

-Renewal of expired passports registration

-Replacement of stolen, lost or mutilated passports

-Registration of births and first passports for newborns

-Notarized documents for U.S. citizens for use in the U.S.

-U.S. citizenship, dual nationality and French naturalization

For emergency travel during weekends and holidays, please call the embassy switchboard and ask for the Consular Duty Officer. The telephone number is 01-4312-2222.

A. Lost/stolen/mutilated passport

Immediate replacement of a lost/stolen/mutilated passport is only available at the Office of American Services in Paris. The Passport Section is open to the general public: from 9:00 a.m. until 3:00 p.m. without interruption Monday through Friday, except on French and American holidays.

The Office of American Services can replace lost, stolen or mutilated passports upon verification of your identity and your citizenship. Come to the Passport Office with the following items:

- A police report substantiating loss or theft,
- All available identification such as: birth certificate, driver license, photocopy of the missing passport, and expired passport.
- If you have no ID, you might be able to bring along an American friend or relative with his or her passport to vouch for you.)
- Two (2) identical and recent photographs taken full face with a light background measuring 5cm by 5cm. Please refer to the Photograph Requirements section above.
- Fees in cash or travelers checks--No personal checks. As we have limited cash available, it would be very useful if you bring exact change.

	Renewal	Replacement
Minor	\$82	\$82
Adult	\$67	\$97

If you require further information, please call the office at 01-4312-4942 between 3:00 PM and 6:00 PM with your specific questions.

B. Federal benefits unit

Federal Benefits Unit

United States Embassy

2 rue St. Florentin

75382 Paris Cedex 08

Telephone: 01 43 12 47 05 from 9:30 a.m. - 12:30 p.m.

Federal Benefits Unit public hours are Monday through Friday from 9:30 a.m. -12:30 p.m. except [French and American holidays](#).

If you are presently receiving monthly benefits from a federal agency (e.g., Social Security Administration, Department of Veterans Affairs, Office of Personnel Management or Railroad Retirement board), you should contact the A.O.S to advise them of your residence abroad and to inquire about the procedures for having your benefits checks sent overseas. It may also be possible to make arrangements to have your check deposited directly in your bank account. For further information, please contact the Federal Benefits Unit of the American Embassy.

For information in French on French Social Security Benefits, please address your inquiry to:
Les Renseignements de la Sécurité Sociale
69, bis rue de Dunkerque
75453 Paris Cedex 09
Tel: 0810.75.33.75

Please Note: Department of Defense retirees must deal directly with their Defense Finance and Accounting Service Center office in the United States.

C. Travel Warnings & Consular information sheets:

The Department of State issues travel warnings and consular information sheets regarding travel to specific countries or areas.

These documents are available through passport agencies in the United States, the travel industry, and at the American Embassy in Paris.

If you are contemplating establishing residence abroad or traveling in a country where there may be concern about existing condition, you may wish to contact them, at the following number:

- For U.S. citizens in France, 01-4312-48-40.
- If you have access to internet you may also use our website, <http://france.usembassy.gov/consul/acs/twarnings.htm>

Be aware that, while consular information sheets are issued for all countries, warnings will be issued only when avoidance of travel to a country is recommended because the situation is so dangerous or unstable that a U.S. citizen is likely to be adversely affected by travel to that country and/or the U.S. government's ability to assist that citizen is severely constrained, as in the case of an Embassy drawn down or closed. The State Department keeps the number of warnings to a minimum.

The U.S. Department of State's Consular Information Program provides **Travel Warnings and Consular Information Sheets**. Consular Information Sheets exist for all countries and include information on immigration practices, currency regulations, health conditions, areas of instability, crime and security information, political disturbances, and the addresses of the U.S. embassies and consulates in the subject country.

Bureau of Consular Affairs' publications on obtaining **passports and planning a safe trip** abroad are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Website: www.travel.state.gov

D. U.S. Taxes

U.S. citizens must report their worldwide income on their Federal income tax returns. Living or earning income outside the United States does not relieve a U.S. citizen of responsibility for filing tax returns.

However, U.S. citizens living and/or working abroad may be entitled to various deductions, exclusions, and credits. Tax assistance is available by:

Telephone: 01-4312-2555 (from 1:30 to 3:30 PM)

Fax: 01-4312-4752

Minitel: at 3614, code: Etats-Unis.

In addition, you can visit the IRS Internet Home Page for tax information and download forms at <http://www.irs.paris@irs.gov>. IRS also has information on the Embassy home page at <http://france.usembassy.gov>.

For individual tax assistance, you can visit the IRS office located at 2, rue Saint-Florentin, 4 th floor, between the hours of 9:00 AM and noon. Assistance is provided on first come, first served basis. Direct preparation of tax returns is not provided.

WHAT CONSULAR OFFICERS CANNOT DO:

Consular Officers cannot provide tourism or commercial services. They cannot perform the work of travel agencies, lawyers, information bureaus, banks or the police. Please do not expect the Consulate to help find jobs, get residence or driving permits, act as interpreters, search for missing luggage, or settle disputes with hotel and businesses. We can, however, tell you how to get help on such matters, and refer you to the more appropriate sources of assistance

III. MAKING YOUR STAY OFFICIAL

A- Visa Requirements for France

➤ Tourist visit of less than three month

U.S. citizens planning to enter and visit France as tourists do not require a visa. Citizens are permitted to remain in the country a maximum of 90 days.

CAVEAT: There is no provision in our own law for intercession by foreign embassies on behalf of their citizens who wish to circumvent our established procedures. For this reason, the Consulate is not in a position to intercede with the French authorities on behalf of Americans seeking visa exemptions and work permits.

➤ Stays of More Than Three Months:

Americans planning to stay longer than three months or for purposes other than tourism must have a long-stay visa (visa de long séjour). They should apply for the appropriate long-stay visa at the French Consulate having jurisdiction over their place of residence in the U.S.

In order to apply for a French Visa you will need:

- a passport signed and valid 3 months after the last day of stay + 3 photocopies (The consulate will not keep the passport, only the copies)
- 4 long stay visa application forms
- 5 recent passport-size photographs .
- Financial guarantee such as:
 - a formal letter of reference from the applicant's bank showing account numbers and balances or recent bank, savings or brokerage account statements + 3 copies
 - for people wishing to retire in France, proof of sufficient income: pension, dividends, savings, bond and brokerage account statements + 3 copies
- Proof of medical insurance with coverage valid in France + 3 copies
- Police clearance: document obtained from the Police Department of the place of residence in the United States stating that the applicant has no criminal record + 3 copies
- Letter from applicant certifying that he/she will not have any paid activity in France
- Visa fee

Note: It is not possible for an American or a citizen of most non-Common Market countries to come to France as a tourist and then change his status to that of a worker, a student or a resident. The French authorities will require such individuals to return to their country of residence to apply for the appropriate visa. Bearers of long-stay visas must apply for a "Carte de séjour" within a week of their arrival.

Proof of Financial Resources:

Proof of financial resources or support can take the form of bank statements, letters from banks confirming arrangements for regular transfers of funds from a U.S. bank account to an account in a French bank, letters from family or friends guaranteeing regular support or a “certificat d'hébergement” from a French family or friends with whom the applicant will be staying in France.

Such letters and documents should be notarized. Students may submit a letter from a study abroad program guaranteeing board and lodging, evidence of a fellowship or scholarship or, if a veteran, a Certificate of Eligibility from the Veterans Administration.

Special Requirements for Workers:

In addition to the basic requirements, an American who wishes to work in France needs a work contract approved by the French Ministry of Labor.

This means that the French employer is required to present the signed contract to the Ministry with a request for its approval. If and when the Ministry has approved the contract, it is forwarded to the “Office des Migrations Internationales” (O.M.I.) for transmission to the appropriate French Consulate in the U.S.

The O.M.I. charges the employer a fee for this service. The Consulate will notify the American who can then proceed with visa formalities. A medical examination will be required (within last three months and usually by a doctor on a list prepared by the French Consulate); the visa applicant is expected to pay the doctor's fee.

Special Requirements for Students:

In addition to the basic requirements cited above, a student is required to obtain from the French university or school a letter of admission (“attestation de pré-inscription”), if registering for the first time with a French university, or other evidence of registration (“certificat d'inscription” or “autorisation d'inscription”), depending on the level and type of studies. You will also need a letter from your school/university stating that you are currently registered as a student.

The letter of admission or registration is normally reviewed by the French cultural affairs officer who may also examine the applicant's academic credentials before the student visa can be issued by a consular officer. The applicant will also need a medical examination (same as for a worker, as noted above).

Special Requirements For Au Pairs:

The au pair will be required to present a copy of a work contract signed by herself/himself and the French family and approved by the French Ministry of Labor (see the Embassy's information sheet on “Au Pair Employment in France”). You will also need proof of studies in the U.S. as well as a letter of enrollment in a French language school. As the worker or student, the au pair must have a medical examination to obtain a visa.

Special Requirements for Marriage:

Americans intending to come to France to marry, and to take up residence in France for a period exceeding three months, must apply for a long-stay visa for marriage (“visa de long séjour pour mariage”). U.S. Citizens, tourists in France, may also marry in France, provided they comply with French law. At least one party to the marriage must have a period of forty days residence preceding the date of the civil ceremony (30 days of residence plus 10 days for publication of the bans).

See information sheet on marriage formalities for France. For more information, please contact directly the French authorities.

Residence permits (“Cartes de séjour”)

An American intending to stay in France for more than 3 months, whether to study, to work or to reside without being gainfully employed, must have the appropriate long-stay visa (“visa de long séjour”) in his passport on arrival in France in order to be able to apply for a “carte de séjour”.

The visa must be obtained from the French Consulate having jurisdiction over the American's place of residence in the U.S. (see the Embassy's information sheet on "Visa Requirements for France"). Applications for long-term-validity French visas cannot be made by Americans in third countries, eg, England or Belgium, unless the American is a local resident of that country for one or more years.

It is not possible for an American or a citizen of a non-Common Market country to come to France without a long-term visa and then apply within the country for a residence permit. The French authorities will require such persons to return to their country of residence to apply for the appropriate visa.

It should be noted that the Embassy is not in a position to intervene on behalf of American citizens who, knowingly or unknowingly, enter France without any visa or without the appropriate visa, or who change their plans after arrival in France. Such Americans will have to comply with the French Government visa requirement before they can apply for a “carte de séjour”.

How to apply for a “carte de séjour”:

To apply for a “carte de séjour”, the following basic documents must be submitted (others may be required in individual cases):

- Valid passport with long-stay visa (with photocopy of passport title page and French visa page);
- A Birth Certificate or equivalent
- Three (3) black & white passport-type photographs
(3,5cm X 4,5cm);

- Proof of financial resources (applicable in all cases);
- Medical Insurance/Medical certificate issued by a doctor approved by the French Consulate; full translation of a U.S. medical insurance made by a sworn translator;
- Proof of place of residence
- For those who are married, a marriage certificate or if married in France "livret de famille".
- For a student: pre-registration form or letter of admission into a school; proof of French bank account where funds from the U.S. must be deposited.
- For an "au pair": contract approved by French Ministry of Labor, 80 rue de la Croix Nivert Paris 15e, and pre-registration form or letter of admission into school.
- For a worker: contract with employer.
- Two self-addressed and stamped envelopes.

Temporary Residence Document:

The applicant will be given a temporary authorization "récépissé de demande de carte de séjour" which is valid for up to three months, and which may be used as evidence that an application has been made for a residence permit. The applicant should carry it until he/she receives his/her "carte de séjour".

To apply, You should inquire at the local police station or at the Mairie (city hall) about procedures for obtaining a "carte de séjour" In some departments, the préfectures have delegated the authority to process such applications to local officials. In others, the American may have to apply at the "Direction de la Réglementation" of the Préfecture or the nearest Sous-Préfecture.

Types of "Cartes de Séjour":

A foreigner who wants to reside and work in France receives one of the following documents:

1) A "Carte de Séjour Temporaire Salarié": This type of card is valid for 1 year maximum, with the annotation "salarié" or showing the specific professional activity under which the contract was approved, as well as the French department(s) in which the bearer can be employed. This type of card can be renewed two months before the expiration date and upon presentation of a new work contract. After three years of continuous residence in France, the bearer may request a "carte de résident", which is valid 10 years.

2) A "Carte de Résident": This card is valid 10 years. It is automatically renewed, and authorizes its owner to carry on any professional activity of his choice in all French departments. In order to qualify for a 10-year card, the foreigner must show proof that he

has lived in France for at least three consecutive years. Spouses of French citizens are entitled to the 10-year card.

Additional Information:

The following book may be very useful:

Working In France, by Pineau, Carol and Kelly, Maureen,
Published and sold by Frank Books, B.P. 29, 94301 Vincennes Cedex, France.
It is available in the US from A-L Books, 45 Newbury Street Suite 305, Boston, MA 02116.

The French authorities issue two types of cards to foreigners, depending on their status: a “carte de séjour temporaire” or a “carte de résident”.

“Cartes de séjour” are issued to individuals 18 years of age and above. Parents of children below the age of 18 should obtain a visa de long séjour for their children before coming to France.

Most Americans coming to France for stays of more than three months are issued a “carte de séjour temporaire”. This card is valid for up to one year, and it may be renewed. There is no fee for the initial “carte de séjour”.

If the Préfectoral authorities decline to renew a “carte de séjour temporaire”, the bearer must leave France before his initial “carte” expires.

The “carte de résident” is for foreigners who come to France with the intention of taking up residence.

It is valid for ten years and renewable if the holder can show proof that he/she either is exercising a profession in France or has sufficient means to maintain himself/herself without being employed in France.

A medical examination is usually required. In order to qualify for a 10 year-card, the foreigner must show proof that he has lived in France for at least three consecutive years. Spouses of French citizens, however, are automatically entitled to the 10 year-card.

Some Information About Required Documents

The most acceptable proof of financial resources is a statement from the applicant's French bank showing account number and amount or a letter from the French bank certifying that the applicant's account is regularly credited with a specified amount from a U.S. or other external source.

For proof of financial sources, students or others who will not be employed can present a notarized letter from their parents (it must be accompanied by a French translation), stating that the parents guarantee to support their son or daughter at a specified rate per month. Distant relatives and friends can also make such statements, but the basis of the relationship and the support must be explained.

The Prefecture of Police will require evidence that the student is a full-time student. Before issuing a student's “carte de séjour temporaire”, for example, the Préfecture expects to see a pre-registration form which clearly indicates the schedule of classes and the number of hours of study. The Préfecture reports that 20 hours is the basic minimum weekly requirement for French-language studies. Students who attend only

evening classes or who are enrolled as only auditors ("auditeurs libres") do not qualify for student status.

Renewal of Residence Permits

To renew a "carte de séjour", the holder again contacts one of the police centers to obtain an appointment at the Préfecture of Police. This initial step should be taken one month before the expiration of a "carte de séjour temporaire" (two months for "cartes de résident").

If the Préfecture is satisfied with the explanation given by the applicant, the renewal of the "carte de séjour temporaire" is granted upon payment of FF450 (for workers, as of January 2001), for the others and to obtain more information, please contact directly the information line of your Prefecture.

For renewal of a "carte de séjour" 'salarié' and 'visiteur', the bearer must have proof that he/she has declared and paid (if appropriate) taxes. The documents must be either originals or copies certified by the tax authorities.

For renewal of a student "carte de séjour", in addition to the documents listed on page 18, the student will have to produce proof of the amounts of money received from the United States during the previous year.

Change of Address: If the holder of a residence permit moves, he/she must inform the police commissariat having jurisdiction over his new place of residence in France. They must present an electricity bill or "quittance de loyer" (rental receipt).

This is especially important if the resident is in the process of renewing his/her "carte de séjour" as the Préfecture de Police will not approve the application unless the change of address has been recorded by the local police in the appropriate space on the card.

Visa Requirements for the United States

As of October 26, 2005, travelers from Visa Waiver Program (VWP) countries with passports issued on or after that date wishing to travel to the U.S. visa-free must have a machine-readable passport with a digital photo or integrated chip (biometrical). France, did not meet the October 26 deadline. VWP travelers with machine-readable passports issued prior to that date are not subject to biometric passport requirements.

How to Apply for a visa?

- You need to learn more on obtaining a U.S. Visa at the United States Embassy website: <http://france.usembassy.gov/consul/NIV.HTM> or if you do not have internet access, at the following telephone number: 08 92 23 84 72.
- Make an appointment with the Embassy at : 0810 26 46 26 (14.50 euros per phonecall)
- Get all you documents ready:
 - a valid passport
 - one recent photograph (please refer to the photograph requirements given above)
 - the appropriate application forms available at the embassy website: <http://france.usembassy.gov/consul/NIV.HTM>
 - the documents to support your application detailing employment financial status

- proof of payment of an application fee
 - a self-addressed Chronopost
- Bring everything to the Embassy on the day of your appointment.
 - You will be interviewed by a Consular Officer who will evaluate your application. If you qualify, the Officer will take your passport and envelope and you will receive your passport and visa in a few days (24-48 hours).

B- Employment in France

Americans hoping to enter the French labor market are cautioned that it is very difficult to find employment, either temporary or permanent, in France. To be able to work in France, Americans, except for those in a privileged situation (see below), must have arranged employment approved by the French Ministry of Labor and have obtained a long-stay visa as a worker before entering France (see the page on "Visa Requirements for France").

Americans who disregard the visa requirement and apply in France for a work permit are required to leave the country to obtain the appropriate visa at a French consular office in the United States. Americans should not come to France in the expectation of being able to find a job and to regularize their status after arrival. These expectations are unlikely to be fulfilled and personal hardship may result. Most foreigners are not eligible for French Social Security and unemployment benefits. In some cases, individuals may have difficulties with the French authorities and may face expulsion.

➤ Employment practical information:

Employment Contracts

In France there are three types of employment contracts:

Temporary employment contract

The employee is hired and paid by a temping agency. Temporary employment contracts may be renewed once, on the condition that the total days of employment doesn't exceed 18 months. The temping agency recruits to replace an employee on a temporary basis, to cover a temporary increase in work or for seasonal workers.

Fixed Term contract (CDD)

A fixed term contract must state in writing the duration of the contract.

The probationary period for a contract of less than six months may not exceed 2 weeks and for contract of over 6 months the probationary period may not exceed 1 month. The CDD is fixed for a defined period of time up to a maximum of 2 years.

Permanent contract (CDI)

When you are employed you will be given a copy of the contract signed by both parties. The contract will stipulate the date of employment, social security details, the company details and the place of work, the remuneration, notice period, length of probationary period (1 to 3 months) and of course the position occupied.

Labor law

After lengthy and intense debates among French legislators, a new law on working time (35-hr workweek) was adopted by the French Parliament on December 15, 1999, and has been in effect since February 1, 2000.

Holiday entitlement

The employee will be required to have worked at least 1 month (4 weeks or 24 days) before getting his first holidays. You earn two and a half days holiday per month worked, which is 5 weeks per year.

Maternity leave

You are covered by the Social Security Office during your maternity leave which is: six weeks before giving birth and ten weeks after. On the birth of your third child, the maternity period is increased to eight weeks and eighteen weeks after the birth.

➤ **Employment with American Firms in France**

The Consulate has no information on employment opportunities with private firms in France. As a rule, American firms with overseas operations keep their American staff to a minimum and the employment of Americans is normally arranged in the U.S, not in France. Americans seeking work in the Rennes District should contact the domestic employment or personnel offices of U.S. firms.

A detailed list, "American Firms in France", is available at the American Chamber of Commerce in France, 21, avenue Georges V, 75008 Paris (Tel: 0033-1-4073-8990). The Chamber of Commerce itself does not handle inquiries on employment opportunities.

➤ **Establishment of A Business in France**

Americans considering the establishment of a business in the district can best begin by contacting the Commercial Counselor at the French Consulate in the United States for information and guidance.

You may also contact Eric Beaty from the Commercial Services at the Consulate in Rennes (ebeaty@fr.psinet.com or direct line 02 23 44 09 62).

➤ **Teaching Positions**

The teaching field in France is largely closed to Americans because teachers in French public secondary schools and the public universities must be French citizens.

At the secondary level, the only exceptions are for teaching assistants. Public universities can hire foreigners as visiting professors ("Professeurs Associés") or as "Maîtres de Conférences Associés", "Assistants" and "Lecteurs".

The Franco-American Commission for Educational Exchange in Paris (Fulbright Commission) can provide information on openings for visiting lecturers in France and

has a general information sheet on "Teaching Positions in France" with useful addresses in both France and the United States. Interested persons may write to:

Franco-American Commission for Education Exchange
9, rue Chardin, 75016 Paris
Tel: 01-44 14 53 60

➤ **How to obtain the Ministry of Labor's Authorization to Work**

The American who finds a prospective employer in France must depend on the employer for the initial and essential step of obtaining the authorization of the French Ministry of Labor to hire him. This authorization is a prerequisite document for the issuance of a long-stay visa by a French Consul in the United States. The American must inform the employer of the French Consulate in the United States at which he will be applying for a visa so that the authorization of the Ministry of Labor can be sent to that office. After the visa has been issued and the American enters France, he must apply at the "Préfecture de Police" at the local "Préfecture" for a "carte de séjour" (see info on Residence Permits / "Cartes de séjour")

➤ **Students in part-time employment**

American and other foreign students in France can, under certain conditions, obtain a temporary work permit ("autorisation provisoire de travail") for part-time work during the summer vacation months or during the regular school year. Students in any school which does not provide French Social Security medical care coverage of students are not eligible for temporary work permits.

If they have completed one academic year of study in France, part-time work during the school year is limited to a maximum of 20 hours per week, and during the summer vacation, a maximum of 35 hours per week. Each year the French Government issues instructions during the last trimester of the academic year governing part-time employment from June 1 of the current year through May 31 of the following year.

Part-time employment during the summer vacation:

The following people can be:

- Students pursuing higher (university) studies, including établissements d'enseignement supérieur, facultés, grandes écoles and écoles de préparation aux grandes écoles.
- Students, 16 years and older, in secondary and technical schools (collèges and lycées).
- Students aged 14 and 15 (light work only). Summer work cannot exceed 3 months and must fall within the time frame of June 1 to October 31 except for a maximum of 15 days each for the Christmas & Easter holidays. The work period for students aged 14 & 15 is limited to one-half of their school vacation time.

Part-time employment during the school year

Part-time employment during the second academic year is restricted to American and other foreign students attending French universities and other institutions of higher learning. A student must submit his or her current student card (“Carte d'Etudiant”) in order to be eligible. Secondary and technical school students are not eligible.

Temporary work permits are usually given to students who do not have sufficient private resources to pursue their studies.

Thus, recipients of student grants and those who have sufficient means are not authorized to have temporary work permits. Students wishing to work part-time during the school year must, in addition to the usual documents (see below), submit a letter justifying the need to work as a student. The part-time work must fall within the academic year. The temporary work permit is valid for three months and may be renewed upon presentation of evidence of continuing studies.

Where to Apply for Temporary Work Permit:

Americans attending French universities should apply for their “Autorisation provisoire de travail” at the Direction Départementale du Travail, Service de la Main d'Oeuvre Etrangère, of the Department in which they are a student.

Documents required:

- Valid residence card (“carte de séjour”)
- French university student card (“carte d'étudiant”)
- Letter from employer stating the following:
 - name and address of applicant
 - position of job description
 - wages offered
 - number of hours worked
 - place of work
 - length of employment.

In addition to the documents listed above, students in French secondary and technical schools must present a letter from their parents authorizing them to work if they are under 18, and foreign students aged 14 and 15 must furnish proof that their parents are legally residing in France. Also, students in secondary and technical schools must present a certificat de scolarité in lieu of a “carte d'étudiant”.

How to Find Part-Time Jobs:

It is up to the student to find his own job. Those at a French university can consult the Centre Régional des Oeuvres Universitaires et Scolaires (CROUS). The CROUS office at each university will have job opportunities on file or the SUIO (Service Universitaire d'Information et d'Orientation) at the University of Rennes 2.

Students can consult the classified sections of local newspapers for job offers, and they can approach hotels, restaurants, service stations, garages, tourist agencies and other establishments likely to need additional employees for the summer season. A good source of information about temporary employment in France is the Centre d'Information et de Documentation Jeunesse (CIDJ). The CIDJ offers a useful information sheet: "Réglementation et Recherche d'Emploi pour les Etudiants Etrangers pendant les Vacances Universitaires" (No. 5.543).

The Council on International Educational Exchange has negotiated reciprocal agreements with the governments of the U.S. States and France, allowing American students enrolled full-time in an American university or on an American study abroad program to seek temporary employment, by obtaining an "autorisation provisoire de travail" (temporary work permit). This permit may be used for full-time work for a maximum period of three months, at any time of year. Applicants must directly contact the Odeon office of the C.I.E.E.

In the U.S., contact:
Work Abroad, CIEE,
205 East 42nd Street,
New York, N.Y. 10017,
Tel: 212-661-1414.

In France contact:
Work in France: CIEE
1, Place de l'Odeon, 75006 - Paris
Tel: 01-44-41-74-74

The annual grape and other agricultural harvests in France offer opportunities to young people for temporary jobs. Also, some summer camps ("colonies de vacances") need foreign students because of their language qualifications. Such employment would not come under the 20 hours per week limitation (ask CIDJ for their information sheet on "Travaux Saisonniers Agricoles").

➤ **"Au-pair" employment:**

"Au pair" programs are available to foreign students studying in France, male as well as female.

An "au pair" receives room, board and spending money in return for light housework, baby-sitting, and help at mealtimes.

These programs are monitored by the French Ministry of Labor which has established the rules and requirements for "au pair" work. For administrative purposes, an "au pair" is designated as a "stagiaire aide familiale".

Basic requirements:

An "au pair" must be at least 18 years of age and no more than 30. The student is expected to have a fair knowledge of, and to be studying, the French language. During the school year, a minimum stay of three months is required.

The regular program length is normally one year, but may be extended to a maximum of 18 months. A student may stay with more than one family during the au pair period, but the total stay cannot exceed 18 months.

There are also summer “au pair” programs of one to three months. In these cases, the requirement that the “au pair” be taking French courses is waived if the student has completed at least one year of college-level studies in the language.

Au Pair Social Security Coverage:

The family must declare the “au pair” as a “stagiaire aide familiale” to the French Social Security Administration (U.R.S.S.A.F.) and make the monthly contribution (côtisation), so that the “au pair” may receive social security benefits in the event of illness or accidents. As of June 1988, this monthly contribution was approximately 600.00 francs.

Au Pair Visa Requirements:

American citizens coming to France to work as “au pair” must obtain the appropriate “au pair” visa in the U.S. from the French Consulate having jurisdiction over their place of residence. This requirement is mandatory: it is not possible to enter France as a “tourist” and then change status to that of “au pair”.

The classic “au pair” (one who will be taking some French language and civilization courses while working for a French family) should arrange a work agreement or contract directly with a family, or through an “au pair” organization, and then apply to the Consulate for a visa de long séjour as a “stagiaire aide familiale”.

A work contract approved by the French Ministry of Labor is a prerequisite for a visa. See the Embassy's information sheet on "Visa Requirements for France" for a list of the addresses of French consular offices in the United States.

Americans who have come to France with a student visa and have obtained a residence permit and registered at a French university or school can obtain “au pair” status after arrival in France.

As in the case of the classic “au pair”, the student “au pair” will need to find a family and obtain the French Ministry of Labor's approval of the work contract.

Approval of Work Contract:

The French family or “au pair” organization can obtain contract forms in triplicate from the Foreign Labor Branch of the Ministry of Labor office (Direction Départementale du Travail et de la Main d'Oeuvre) at the Préfecture

The completed contract forms, signed by both parties, must be returned to the Service de la Main d'Oeuvre Etrangère accompanied by:

- A medical certificate from a doctor who has examined the “au pair” within the last three months, along with a French translation, if not in French

- The student card (if applying as a student already resident in France) or transcript or other evidence of student status in the United States (if applying for the visa in the United States as a regular “au pair”)

The Service de la Main d'Oeuvre Etrangère will approve and stamp the contract form, returning two copies to the family or organization, which must provide one copy to the au pair for use in applying for the visa and for residence and work permits.

Residence and Work Permits:

After arrival in France with a visa, the classic “au pair” must apply within eight days for a residence permit (please see the page on “Residence Permits/”Cartes de séjour” for France”).

Along with their work contract, the classic “au pair” must present evidence of registration in a French language school (please refer to the list of language schools in the regions of Brittany, Lower Normandy and the Loire Region below). **Evening classes are not acceptable.**

Having obtained a “carte de séjour”, the “au pair” returns to the “Service de la Main d'Oeuvre Etrangère” to receive a temporary work permit (autorisation provisoire de travail). The permit is normally valid for six months, and is renewable.

C. Directions Départementales du Travail, de l'Emploi et de la Formation professionnelle (DDTEFP):

Brittany:

Direction Régionale du Travail, de l'Emploi et de la Formation professionnelle

13-15, rue Dupont des Loges

BP 3147

35031 Rennes Cedex

tel: 02.99.31.57.04

fax: 02.99.30.46.00

website: www.sdtefp-bretagne.travail.gouv.fr

DDTEFP Côtes-d'Armor

Place du Président Salvador Allende

BP 2248

22022 Saint-Brieuc-Cedex 2

tel. : 02 96 62 65 65

fax: 02.96.62.65.99

DDTEFP Finistère

6, venelle de Kergos

29196 Quimper Cedex

tel: 02 98 55 63 02

fax: 02.98.55.83.55

DDTEFP Ille-et-Vilaine

18, avenue Henri Freville
BP 41105
35041 Rennes Cedex
tel.: 02 99 26 57 57
fax: 02.99.26.57.52

DDTEFP Morbihan

Parc Pompidou
Rue de Rohan - CP 3457
56034 Vannes
tel: 02 97 26 26 26
fax: 02.97.26.26.39

Loire Region:**Direction Régionale du Travail, de l'Emploi et de la Formation professionnelle**

26, boulevard Vincent Gâche
BP 46339
44263 Nantes Cedex 2
tel: 02.40.41.72.00
fax: 02.40.89.22.44
website: www.drtefp-paysdelaloire.travail.gouv.fr

DDTEFP Loire-Atlantique

Tour de Bretagne
Place de Bretagne
44047 Nantes Cedex 01
tel: 02 40 12 35 00
fax: 02.40.12.35.90

DDTEFP Maine-et-Loire

7, rue Bouche Thomas
49043 Angers Cedex 01
tel: 02 41 54 53 52
fax: 02.41.47.14.85

DDTEFP Mayenne

Cité administrative
Rue Mac Donald - BP 3850
53030 Laval Cedex 9
tel: 02 43 67 60 60
fax: 02.43.67.60.71

DDTEFP Sarthe

11, avenue René Laennec
72018 Le Mans Cedex
tel: 02 43 39 41 41
fax: 02.43.28.64.71

DDTEFP Vendée

Cité Administrative Travot
BP 789
85020 La Roche-Sur-Yon Cedex
tel: 02 51 45 21 00
fax: 02.51.37.88.51

Lower Normandy:**DDTEFP Calvados**

3, place Saint-Clair
BP70034
14202 Hérouville Saint-Clair Cedex
tel: 02 31 47 74 00
fax: 02.31.47.73.01

DDTEFP Manche

Centre d'Affaires Atlantique
Boulevard Félix Amiot - BP 240
50100 Cherbourg Cedex
tel: 02 33 88 32 00
fax: 02.33.88.32.32

DDTEFP Orne

57, rue Cazault,
61013 Alençon Cedex
tel: 02 33 82 54 00 fax: 02.33.82.54.49

IV. HOUSING INFORMATION

The general demand for flats/apartments to rent in the Consular Region is very high. It is therefore advisable to begin looking for accommodation to rent several months in advance, and if possible, to come and spend several days in the city you wish to live in, in order to have a better chance to find something. Get a map of the city and consult the small ads in the daily or weekly papers or on the internet.

There is a variety of ways of finding somewhere to live in the city of your choice.

The Private Advertisements: the owner lets his flat without using an estate agent

- Ouest-France (covers the whole area) website address: www.ouestfrance-immo.com
- Télégramme de Brest (departments 29, 22, 56)
- Presse-Océan (departments 44, 85)
- Le Maine-Libre (departments 72, 61)
- Le Courrier de l'Ouest (departments 49)
- www.petites-annonces.fr
- www.bonjour.fr
- www.pap.fr

Estate Agency Advertisements: the owner uses an estate agency to let his accommodation

- Consult the previously given list of websites and newspapers
- www.fnaim.fr (National Federation of Real Estate Agents)
- Agence ESPACIL – Real Estate Agency (they have a welcome service for foreigners)
1 rue du Scorff – CS 54221 Rennes Cedex
TEL: 02 99 27 20 00
- La Chambre de Commerce à Nantes – Nantes Chamber of Commerce
World Trade Center Nantes Atlantique
Nantes Atlantique Welcome
Les Salorges
16 quai Ernest Renaud, BP 90517
44100 Nantes
TEL: 02 40 44 60 00
FAX: 02 40 44 60 90
E-mail: m.lescuyer@nantes.cci.fr
www.nantes.cci.fr
- Association France- Etats-Unis
25 rue St Jean
14 000 CAEN
TEL: 02 31 50 02 37

Notaries' (solicitors) advertisements:

For more information on this subject, you may wish to contact a real estate agency, an attorney or a “notaire” who can render legal advice on estate and property laws.

- You can check our list of English language speaking lawyers and notaries

- Or you can look for the Maison du Notariat in your town (check our list at the end of this section)

Privately-Owned Accommodations: studios and 1-2 bedroom flats, no furniture

In Rennes:

- Les Estudines
23, rue de Châtillon, 35000 Rennes
TEL: 02 99 51 54 95
- Top Campus
13, rue Doyen Denis Leroy, 35000 Rennes
TEL: 02 99 23 15 88
- Le Saint-Grégoire
24-28, rue Baron Rault, 35760 Saint-Grégoire
TEL: 02 23 20 54 24
- Domus Service
1, rue de la Tremblais, 35170 Bruz
TEL: 02 99 83 97 84

In Nantes:

- Les Estudines (2 Residences)
 - Duc de Bretagne, Av Carnot – Bonduelle, 44000 Nantes
TEL: 02 40 35 25 02 FAX: 02 40 35 11 21
 - René Cassin, 41, bd Albert Einstein, 44300 Nantes
TEL: 02 40 94 41 41 FAX: 02 40 94 41 42

For Further information on other cities please check the following websites:

- www.laureades.com
- www.fac-habitat.com
- www.gestrim-campus.com

A. If you rent an apartment

► Practical information

Accommodation is classified depending on the number of rooms in addition to kitchen and bathroom : T1, T2, T3, etc, also called F1, F2, F3, etc. Standard abbreviations in classified ads are:

2 PCB: "2 pièces, cuisine, salle de bain" (2 rooms, kitchen, bathroom) 6 Pc: "6 pièces" (6 rooms) rdc: "rez-de-chaussée" (ground floor) sdb: "salle de bain" (bathroom) chauff cent: "chauffage central" (central heating) chauff elec: "chauffage électrique" (electric heating) chges ou ch: "charges" (maintenance costs) kitch: "kitchenette" balc: "balcon" (balcony) ascen: "ascenseur" (lift) part: "particulier" (private individual)

To be connected to gas or electricity, call EDF/GDF on 0810 31 14 97 or contact them by internet www.edf.fr

In most cases, you will need a guarantor ("garant" or "caution solidaire"), i.e. a resident of the EU with a monthly income equal or higher than three times the amount of your rent, answerable in particular for unpaid rent. In addition, you will have to pay a deposit ("caution" or "dépôt de garantie") of at least one month rent which will be returned at your departure provided no damage has been caused.

An inventory ("état des lieux") must be established on the first day and last day of occupation. Everything that is not in good condition must be mentioned as the total refund of your deposit depends on it. further information about accommodation:

ADIL(Agence d'Information sur les
Logements de l'Ille-et-Vilaine)
a neutral, free and comprehensive
information service:
www.adil.org/35/bonjour.htm
22 rue Poulain Duparc
Tél. : 02 99 78 27 27

Lease and housing insurance

The lease ("bail") is compulsory and regulated when you rent an empty flat. It is usually signed for one year and can be renewed but if you want to leave you have to send a notice (« préavis ») to your landlord or estate agency one to three months (according to the lease) before departure.

It is compulsory to subscribe a housing insurance valid from the first day of rental, to cover possible damages such as fire or flooding

For further information:

Centre de Documentation et d'Information de l'assurance (C.D.I.A)

26 boulevard Hausman
75091 Paris Cedex 09
Tel: 01 42 46 13 13
www.ffsa.fr

Financial helps

You may benefit from different rent allowances: the ALS (allocation logement à caractère social) or the APL (aide pour le logement). Find out about your own situation and if you are eligible for a benefit from the CAF (Caisse d'Allocations Familiales, the department of family allowance

CAF (Caisse d'Allocations Familiales)
6, cours des Alliés
35028 Rennes Cedex 9
Tel: 02 99 29 19 99 or at: www.caf.fr

The landlord will normally ask to be paid a rental guarantee or deposit ("Caution" in French), equivalent to one or two months' rent, plus a month's rent in advance. This will be specified in the lease or contract ("Bail" in French), which is often standard and which should be carefully read to ascertain the responsibilities of the parties. It is also possible that the landlord may ask for the lease either to be taken out, or guaranteed, directly by the employer.

In addition to the rent, each tenant has to pay utilities ("charges" in French) which usually cover miscellaneous expenses of the building.

Taxes payable by the tenant:

If you have resided in the apartment or house since the 1st of January of a given year, you will have to pay local taxes, "Taxe d'habitation" in French. This tax varies from one city to another. It depends on several criteria (surface, number of inhabitants) and the amount is fixed by the city hall. This tax is payable every year. For more information on this subject, you may contact a real estate agency, or a lawyer.

B. Real estate agencies

Real estate agencies are known as "Agences de Location". They appear in the yellow pages (Professions) under "Agences de Location d'appartements et de propriétés" and "Location d'appartements". Please consult the following website if you need further information for the region of Brittany: www.eramore-bretagne.fr you will find a very useful guide for researchers.

C. Relocation companies

Relocation companies provide a range of services ranging from arranging housing, auto registration, and immigration formalities, to school enrollment, home decorating, and cross-cultural training. Here are some useful websites:

- www.imfrance.com (propose services such as packing, transportation, storage, etc.)
- www.easydem.com

D. Household effects (import/export):

➤ EXPORT from France (as applicable to a returning U.S. citizen)

The following documents are required for the shipment of personal effects & furniture by someone moving from France. (Effects qualify as used household & personal effects when they have been owned & used for 6 months or more & are intended for personal use in the new place of residence).

1. Inventory Declaration (Inventaire-Declaration): 3 copies on plain paper (plus copies preferably in English for U.S. Customs). This Inventory is a list of all personal effects & furniture, including automobiles, which comprises all household effects being exported. It must also include a sworn statement declaring that the articles listed on the Inventory have been owned & used by the exporter for more than 6 months. (U.S. Customs request that this Inventory be as complete as possible, indicating the value & a description of all articles).

2. A Change of Residence Certification (Certificat de changement de domicile)

can be obtained upon presentation of the "laissez-passer" from the Income Tax office (III) & one copy of the Inventory Declaration (I). An American obtains this document from the Prefecture of Police, Services des Etrangers, 1, rue de Lutèce, 75004 Paris if he lives in Paris --or-- from the Prefecture of Police, or Mairie, if he lives in the suburbs of Paris or in the provinces.

3. Pass from the Income Tax Office (Laissez-passer des Contributions Directes): to be obtained from the office of the "Contributions Directes" of the place of residence in France. This pass, in effect, should state that no outstanding tax payment is due in France. There are 2 types of passes:

- "Certificat de Non-Imposition, Form No. P234" (or a statement from the tax inspector) for a non-taxpayer - stating that the said party owes nothing in taxes.

- "Bordereau de Situation, Form No. P237" for a tax-payer - stating that there is no outstanding tax to be paid in France.

4. For someone who has been employed in France, it is recommended that he obtain a letter from his employer stating that he is leaving France after so many months or years of residence.

RESTRICTIONS: 1. For the exportation of collection items or items more than 100 years old there are long & expensive formalities including a "Permis d'Exportation" (Export Permit) which can be obtained from the Banque de France or the French Customs office. / 2. In order to export a quantity of alcoholic beverages a permit is required from the Tax office. / 3. A certificate of origin is needed to export Champagnes & Cognacs.

KEYS should be attached to all trunks &/or pieces of furniture & labeled.

AUTOMOBILES: If exporting a car, it should be listed on the Inventory Declaration for the U.S. Customs, stating the year of manufacture, the original cost, the make the model, & whether it meets U.S. specifications.

➤ **IMPORT INTO FRANCE:** (as applicable for a change of residence)

The documents listed below are required for the duty-free shipment of personal effects & furniture by someone moving to France. (Effects & furniture are considered as personal when they have been owned & used for six months or more – one year for an automobile - & are intended for personal use in the new place of residence). French regulations require that the effects be shipped within a period of one year from the declared date on the stamped Change of Residence Certification.

1. A Change of Residence Certification (Certificat de Changement de Domicile): can be obtained at the French consular post nearest the place of departure. This certification states the date of the change of residence & MUST be stamped at the French consular post.

2. Detailed Inventory (Inventaire Détaillé): list of all personal effects & furniture, including automobiles, which comprises all household effects being imported; to be dated & signed by the importer. This Inventory should be as complete as possible, indicating the value in dollars & giving a description of all valuable properties, such as antiques, collection items, & cars. The Inventory must also include a sworn statement declaring that the articles listed on the Inventory have been owned & used by the importer (a) for at least six months for all personal effects, & furniture, & (b) for at least one year for automobiles, & that there are no outstanding U.S. taxes owed on the vehicle. This Inventory should be in French.

WARNING: The Change of Residence Certification and the Detailed Inventory must be stamped at a French consular post. Failure to do so results in considerable complications for the traveler once he has reached his destination in France.

Included as Duty-Free Household Effects: Cats and dogs; stamp collections, provided they are for personal and not commercial use; tradesmen's hand tools; bicycles; sewing machines; typewriters; automobiles; one television and one radio.

Are not Duty-Free: Motors imported separately from vehicle or appliance; speed boats; pleasure craft (except canoes and kayaks); school, store & office furniture; wine, alcoholic beverages, & spirits; trucks and utility vehicles; and raw materials.

Restrictions on Duty-Free Household Effects: A person who is importing a television should go to a "Radiodiffusion Television" office soon after arrival in France. All televisions used in France are subject to taxation.

However, it should be mentioned that American-made televisions must be drastically adapted to work in France, and the cost of this procedure is often above the cost of a new television. There are Customs restrictions on the importation of various guns, ammunitions, and certain printed matter. Check with the nearest French Consulate in the U.S. to obtain the specific restrictions on the importation of these objects.

E- Useful Addresses

In Rennes:

- **Useful addresses to find accommodation (advertisements, lists of offers...):**

- The student welfare office: **CROUS** (Centre Régional des Oeuvres Universitaires et Scolaires)

- 7 place Hoche CS26428

- 35064 Rennes Cedex

- Tel: 02.99.84.31.31

- Minitel: 3615 CROUS

- www.crous-rennes.fr

- The **CIJB** (Centre d'Information Jeunesse de Bretagne)
and the leaflet "Se loger à Rennes",

- 6 cours des Alliés

- 35043 Rennes Cedex

- Tél. : 02 99 31 47 48

-The **AELEJ** (European Association for Accommodation for Students and Young people)
53 rue Papu
Tel: 02 99 59 33 51

-le **Point Logement des Jeunes**, 28 rue de Brest
35000 Rennes
Tel: 02 99 54 04 34,
www.fjt-rennes.com

- Top Campus,
13 rue du Doyen Denis Le Roy
35000 Rennes
Tel: 02 99 54 71 71,

www.top-campus.fr

- Mutuelle universitaire du logement
34 rue Saint Georges
Tel: 02 99 63 45 32

- Classified ads in free papers on Mondays such as “*le 35*”:

www.petites-annonces.fr

and “*Bonjour*” www.bonjour.fr

or in daily newspapers such as “*Ouest France*” on Wednesdays. www.ouestfrance-immo.com

- *Le Magazine de l'immobilier* (on Wednesdays every 3 weeks except in August), 40 rue de Bigson,
immeuble Omega n°5
35135 Chantepie
Tel: 02 99 86 06 66

- **F.N.A.I.M** (Fédération Nationale des Agents Immobiliers)
21-23 Mail François Mitterrand
35000 Rennes
Tel: 02 99 14 45 88
www.fnaim.fr

- **Maison du notariat** (offers per notary public)
2 Mail Anne Catherine CS 54 337
35005 Rennes Cedex
Tel: 02 99 65 32 65
www.chambre-ille-et-vilaine.notaires.fr

Other addresses of real estate agencies:

- **C.S.P.I.V** (Chambre Syndicale des propriétaires d’Ille et Vilaine)
6 rue Saint Louis
35000 Rennes
Tel: 02 99 79 42 85
- **C.I.L 35** (Comité Interprofessionnel du Logement d’Ille et Vilaine)
1 rue Scorff
35042 Rennes
Tel: 02 99 27 20 00

In Nantes:

- **C.R.O.U.S Nantes**

2, boulevard Guy Mollet
44300 Nantes
TEL: 02 40 37 13 13
FAX: 02 40 37 13 00

- **C.R.I.J** (Centre Regional Information Jeuness de Pays de la Loire)

Tour de Bretagne, 44000 Nantes
TEL: 02 51 72 94 50
FAX: 02 51 72 94 60

- **F.N.A.I.M**

www.fnaim.fr

V. BANKS AND MONEY

A- Opening a bank account

It is advised to open a bank account in France in order to receive housing benefits, reimbursement of healthcares, and salaries. All foreigners staying in France for more than three months can open a resident bank account, with a cheque book which is usually free, and a cash card or a credit card. You will also need a bank account into which your housing benefit and reimbursements for medical expenses can be paid, and you will certainly need one if you plan to look for a job.

To open a bank account you will need:

- proof of identity (passport, visa, residence permit...)
- written proof of residence (electricity or telephone bill, rent receipt...)
- a document from your employer confirming your employment contract
- a minimum deposit of about 15 euros will also be requested.

B- Some useful banking terms

Compte-cheques: current (check) account into which you are paid money, such as salaries and grants, that you receive and which enable you to pay your everyday expenses. In France this current account can be called a *compte*, *compte des depots*, *compte courant* or *compte bancaire*.

Agios: overdraft bank charges, imposed when the overdraft limit has been exceeded.

Carte de paiement: debit carte with which you can pay for goods and services and withdraw money from cash dispensers.

Carte de retrait: bank card which only allows you to withdraw money from cash dispensers.

DAB: is the French word for cash dispenser/ cashomat.

Endosser: to endorse a check, i.e. to sign your name and account number on the back of a check.

GAB: a cash dispenser that enables you to carry out a range of banking operations.

Interdit Bancaire: suspension of your banking privileges, an action which is communicated to all banks.

Prélèvement automatique: an automatic deduction order/checkoff.

RIB (relevé d'identité bancaire): a bank identification form, the details of one's bank account. This can easily be obtained from the bank where you have your account.

Solde: balance – the amount of money held in your account

Virement: the transfer of money from one bank account to another.

C- How to make payments

As well as paying in cash, there are other easy-to-use methods of payment:

- **Carte de Payment** or debit card: accepted in most shops and other businesses. In France you have to enter your personal code on an electronic payment terminal – always out of sight of prying eyes. This 4-figure confidential code must be learned by heart and must never be disclosed to another person, or left with the card.

- **Chèque** or check: when you pay by check, you must not forget to date and sign it, to fill in the name of the payee, and to check the amount shown in figures is the same as that written in letters.

- **Prélèvement automatique** or automatic deduction order: is an ideal way of making life easier for you and avoiding forgetting to pay something. Pay your regular bills, e.g. rent, electricity bills and telephone by automatic deduction and the amount will be deducted from your bank account.

- **Moneo**: the Moneo service is offered by the main banks and financial institutions in France, and enables you to pay for minor purchases, e.g. at the bakery, fast-food outlet, pharmacy, and others, by using the special Moneo card or a joint check card/Moneo card that is issued by some banks. Your Moneo card can hold up to 100 euros, and is topped up by using the Moneo terminals in banks.

D- Income Tax

You have to pay income tax if you are staying in France for a period of over 6 months and you engaged in paid activity. Like all other French citizens, therefore, you must declare your income every year by completing a written declaration. You can also complete this declaration on the Internet.

VI. FRANCE OVERVIEW

OFFICIAL NAME:

French Republic

A- Geography

Area: 551,670 sq. km. (220,668 sq. mi.); largest west European country, about four-fifths the size of Texas.

Cities: *Capital*--Paris. *Other cities*--Marseille, Lyon, Toulouse, Strasbourg, Nice, Rennes, Lille, Bordeaux.

Terrain: Varied.

Climate: Temperate; similar to that of the eastern U.S.

People

Nationality: *Adjective*--French.

Population (Jan. 2005 est.): 62.4 million.

Annual growth rate (2004 est): 2.3%.

Ethnic groups: Celtic and Latin with Teutonic, Slavic, North African, Sub-Saharan African, Indochinese, and Basque minorities.

Religion: Roman Catholic 90%.

Language: French.

Education: *Years compulsory*--10. *Literacy*--99%.

Health: *Infant mortality rate*--4.46/1,000.

Work force (2004): 24,720,000: *Services*--72.9%; *industry and commerce*--24.4%; *agriculture*--2.7%.

Government

Type: Republic.

Constitution: September 28, 1958.

Branches: *Executive*--president (chief of state); prime minister (head of government).

Legislative--bicameral Parliament (577-member National Assembly, 319-member Senate).

Judicial--Court of Cassation (civil and criminal law), Council of State (administrative court), Constitutional Council (constitutional law).

Subdivisions: 22 administrative regions containing 96 departments (metropolitan France). Four overseas departments (Guadeloupe, Martinique, French Guiana, and Reunion); five overseas territories (New Caledonia, French Polynesia, Wallis and Futuna Islands, and French Southern and Antarctic Territories); and two special status territories (Mayotte and St. Pierre and Miquelon).

Political parties: Union for a Popular Majority (UMP -- a synthesis of center-right Gaullist/nationalist and free-market parties); Union for French Democracy (a fusion of centrist and pro-European parties); Socialist Party; Communist Party; National Front; Greens; various minor parties.

Suffrage: Universal at 18.

Economy

GDP (2004 est.): \$2.018 trillion.

Avg. annual growth rate (2004 est.): 2.3%.

Per capita GDP (2004 est.): \$32,340.

Agriculture: *Products*--grains (wheat, barley, corn); wines and spirits; dairy products; sugarbeets; oilseeds; meat and poultry; fruits and vegetables.

Industry: *Types*--aircraft, electronics, transportation, textiles, clothing, food processing,

chemicals, machinery, steel.

Trade (est.): *Exports* (2004)--\$341.3 billion: automobiles and automobile spare parts, aircraft, pharmaceuticals, electronic components, wine, electric components. *Imports* (2004)--\$349.3 billion: crude oil, automobiles and automobile spare parts, pharmaceuticals, natural gas, aircraft spare parts, electronics. *Major trading partners*--EU and U.S.

Exchange rate: U.S. \$1=euro 0.884 in 2003, and U.S. \$1=euro 0.804 in 2004.

B- PEOPLE

Since prehistoric times, France has been a crossroads of trade, travel, and invasion. Three basic European ethnic stocks--Celtic, Latin, and Teutonic (Frankish)--have blended over the centuries to make up its present population. France's birth rate was among the highest in Europe from 1945 until the late 1960s. Since then, its birth rate has fallen but remains higher than that of most other west European countries. Traditionally, France has had a high level of immigration. More than 1 million Muslims immigrated in the 1960s and early 1970s from North Africa, especially Algeria. About 90% of the population is Roman Catholic, 7% Muslim, less than 2% Protestant, and about 1% Jewish. In 2004, there were over 5 million Muslims, largely of North African descent, living in France.

Education is free, beginning at age 2, and mandatory between ages 6 and 16. The public education system is highly centralized. Private education is primarily Roman Catholic. Higher education in France began with the founding of the University of Paris in 1150. It now consists of 91 public universities and 175 professional schools, such as the post-graduate *Grandes Ecoles*. Private, college-level institutions focusing on business and management with curriculums structured on the American system of credits and semesters have been growing in recent years.

The French language derives from the vernacular Latin spoken by the Romans in Gaul, although it includes many Celtic and Germanic words. French has been an international language for centuries and is a common second language throughout the world. It is one of five official languages at the United Nations. In Africa, Asia, the Pacific, and the West Indies, French has been a unifying factor, particularly in those countries where it serves as the only common language among a variety of indigenous languages and dialects.

C- HISTORY

France was one of the earliest countries to progress from feudalism to the nation-state. Its monarchs surrounded themselves with capable ministers, and French armies were among the most innovative, disciplined, and professional of their day.

During the reign of Louis XIV (1643-1715), France was the dominant power in Europe. But overly ambitious projects and military campaigns of Louis and his successors led to chronic financial problems in the 18th century. Deteriorating economic conditions and popular resentment against the complicated system of privileges granted the nobility and clerics were among the principal causes of the French Revolution (1789-94). Although the revolutionaries advocated republican and egalitarian principles of government, France reverted to forms of absolute rule or constitutional monarchy four times--the Empire of Napoleon, the Restoration of Louis XVIII, the reign of Louis-Philippe, and the Second Empire of Napoleon III. After the Franco-Prussian War (1870), the Third Republic was established and lasted until the military defeat of 1940.

World War I (1914-18) brought great losses of troops and materiel. In the 1920s, France established an elaborate system of border defenses (the Maginot Line) and alliances to offset resurgent German strength. France was defeated early in World War II, however, and was occupied in June 1940. The German victory left the French groping for a new policy and new leadership suited to the circumstances. On July 10, 1940, the Vichy government was established. Its senior leaders acquiesced in the plunder of French resources, as well as the sending of French forced labor to Germany; in doing so, they claimed they hoped to preserve at least some small amount of French sovereignty.

The German occupation proved quite costly, however, as a full one-half of France's public sector revenue was appropriated by Germany. After 4 years of occupation and strife, Allied forces liberated France in 1944. A bitter legacy carries over to the present day.

France emerged from World War II to face a series of new problems. After a short period of provisional government initially led by Gen. Charles de Gaulle, the Fourth Republic was set up by a new constitution and established as a parliamentary form of government controlled by a series of coalitions. The mixed nature of the coalitions and a consequent lack of agreement on measures for dealing with Indochina and Algeria caused successive cabinet crises and changes of government.

Finally, on May 13, 1958, the government structure collapsed as a result of the tremendous opposing pressures generated in the divisive Algerian issue. A threatened coup led the Parliament to call on General de Gaulle to head the government and prevent civil war. He became prime minister in June 1958 (at the beginning of the Fifth Republic) and was elected president in December of that year.

Seven years later, in an occasion marking the first time in the 20th century that the people of France went to the polls to elect a president by direct ballot, de Gaulle won reelection with a 55% share of the vote, defeating François Mitterrand. In April 1969, President de Gaulle's government conducted a national referendum on the creation of 21 regions with limited political powers. The government's proposals were defeated, and de Gaulle subsequently resigned. Succeeding him as president of France have been Gaullist Georges Pompidou (1969-74), Independent Republican Valéry Giscard d'Estaing (1974-81), Socialist François Mitterrand (1981-95), and neo-Gaullist Jacques Chirac (first elected in spring 1995 and reelected in 2002).

While France continues to revere its rich history and independence, French leaders are increasingly tying the future of France to the continued development of the European Union. During his tenure, President Mitterrand stressed the importance of European integration and advocated the ratification of the Maastricht Treaty on European economic and political union, which France's electorate narrowly approved in September 1992. President Jacques Chirac assumed office May 17, 1995, after a campaign focused on the need to combat France's stubbornly high unemployment rate and growing "incomes gap." The center of domestic attention soon shifted, however, to the economic reform and belt-tightening measures required for France to meet the criteria for Economic and Monetary Union (EMU) laid out by the Maastricht Treaty. In late 1995, France experienced its worst labor unrest in at least a decade, as employees protested government cutbacks. On the foreign and security policy front, Chirac took a more assertive approach to protecting French peacekeepers in the former Yugoslavia and helped promote the peace accords negotiated in Dayton and signed in Paris in December 1995. The French have been one of the strongest supporters of North Atlantic Treaty Organization (NATO) and European Union (EU) policy in Kosovo and the Balkans. In the aftermath of the September 11, 2001 attacks in the U.S., France has played a central role in the war on terrorism. French forces participate in Operation Enduring Freedom and in the International Security

Assistance Force (ISAF) for Afghanistan. France did not join the coalition that liberated Iraq in 2003. Notwithstanding the ensuing difficulties in U.S.-France relations, cooperation between the U.S. and France in the intelligence and law enforcement dimensions of the war on terror remained excellent.

D- GOVERNMENT

The constitution of the Fifth Republic was approved by public referendum on September 28, 1958. It greatly strengthened the authority of the executive in relation to Parliament. Under the constitution, presidents have been elected directly for a 7-year term since 1958. Beginning in 2002, the term of office is now 5 years. Presidential arbitration assures regular functioning of the public powers and the continuity of the state. The president names the prime minister, presides over the cabinet, commands the armed forces, and concludes treaties.

The president may submit questions to a national referendum and can dissolve the National Assembly. In certain emergency situations, the president may assume full powers. Besides the president, the other main component of France's executive branch is the cabinet. Led by a prime minister, who is the head of government, the cabinet is composed of a varying number of ministers, ministers-delegate, and secretaries of state. Parliament meets for one 9-month session each year. Under special circumstances the president can call an additional session.

Although parliamentary powers were diminished by the Constitution, the National Assembly can still cause a government to fall if an absolute majority of the total Assembly membership votes to censure. The Parliament is bicameral with a National Assembly and a Senate. The National Assembly is the principal legislative body. Its deputies are directly elected to 5-year terms, and all seats are voted on in each election. Senators are chosen by an electoral college and, under new rules passed in 2003 to shorten the term, serve for six years, with one-half of the Senate being renewed every three years. (As a transitional measure in 2004, 62 Senators were elected to 9-year terms, while 61 were elected to 6-year terms; subsequently, all terms will be six years.) The Senate's legislative powers are limited; the National Assembly has the last word in the event of a disagreement between the two houses. The government has a strong influence in shaping the agenda of Parliament. The government also can declare a bill to be a question of confidence, thereby linking its continued existence to the passage of the legislative text; unless a motion of censure is introduced and voted, the text is considered adopted without a vote.

The most distinctive feature of the French judicial system is that it is divided into the Constitutional Council and the Council of State. The Constitutional Council examines legislation and decides whether it conforms to the constitution. Unlike the U.S. Supreme Court, it considers only legislation that is referred to it by Parliament, the prime minister, or the president; moreover, it considers legislation before it is promulgated. The Council of State has a separate function from the Constitutional Council and provides recourse to individual citizens who have claims against the administration. The Ordinary Courts--including specialized bodies such as the police court, the criminal court, the correctional tribunal, the commercial court, and the industrial court--settle disputes that arise between citizens, as well as disputes that arise between citizens and corporations. The Court of Appeals reviews cases judged by the Ordinary Courts.

Traditionally, decision-making in France has been highly centralized, with each of France's departments headed by a prefect appointed by the central government. In 1982,

the national government passed legislation to decentralize authority by giving a wide range of administrative and fiscal powers to local elected officials. In March 1986, regional councils were directly elected for the first time, and the process of decentralization continues, albeit at a slow pace.

Principal Government Officials

President--Jacques Chirac

Prime Minister--Dominique de Villepin

Foreign Minister--Phillippe Douste-Blazy

Ambassador to the United States--Jean-David Levitte

Ambassador to the United Nations--Jean-Marc Rochereau de la Sablière

France maintains an embassy in the U.S. at 4101 Reservoir Rd. NW, Washington, DC 20007 (tel. 202-944-6000).

E- POLITICAL CONDITIONS

President Jacques Chirac and his center-right coalition won the May 2002 elections. Chirac was first elected in 1995, and his party, the Rally for the Republic (RPR), won an absolute majority in the National Assembly. In Chirac's first term, a referendum was passed changing the presidential term of office from 7 to 5 years. During his first 2 years in office, President Chirac's Prime Minister was Alain Juppé, who also served as leader of Chirac's neo-Gaullist RPR Party. However, during the legislative elections of 1997, the left won a majority in the Assembly, and Juppé was replaced by Socialist Lionel Jospin. This right-left "cohabitation" arrangement, which ended with Jospin's resignation following his defeat in the first round of the May 2002 presidential elections, was the longest lasting government in the history of the Fifth Republic. Jean-Pierre Raffarin became Prime Minister in May 2002 following Jospin's resignation. In June 2005, former Interior Minister Dominique de Villepin replaced Raffarin as Prime Minister, shortly after the defeat of the EU Constitution in a referendum on May 29, 2005. Among other cabinet changes in June 2005, Phillippe Douste-Blazy became the new Foreign Minister and Nicolas Sarkozy was appointed Interior Minister.

As expected, in the second round of the presidential election on May 5th, 2002, Jacques Chirac comfortably defeated Jean-Marie Le Pen, leader of the extremist, right-wing National Front. Chirac won by the largest margin (82% to 19%) ever recorded in the second round of a French presidential election; at the same time, abstention reached a record level of 20%.

The ensuing legislative elections proved to be a victory for the center-right and a reversal of the 1997 elections. The center-right coalition party won 399 out of 577 seats in the National Assembly, thereby securing for Chirac and his party a majority in the government. Meanwhile, the combined left--Socialists (PS), Communists (PCF) and Greens--took only 178. The extreme-right National Front, despite the infamous second-place finish of its leader Le Pen in the April/May 2002 presidential election, won no seats. Abstention at 39% set a new record. In March 2004 regional elections, however, Chirac's party lost control of all but one region, while the Socialists scored major gains. The Union for Popular Movement (UMP)--center-right coalition party--won only 16.6% of the vote in the June 2004 European Parliament elections.

Experts have called on France to reduce government spending, the budget deficit, and public debt, and to allow flexibility in the implementation of the 35-hour work week. Mounting pressure for short- and long-term reforms include more labor-market flexibility, less taxation, and an improved business climate, including further

privatization and liberalization. French and EU analysts stress that longer-term measures must focus on reducing the future burden of ballooning public pension and health care budgets, as well as reducing labor-related taxes. Government action to initiate such reforms may have contributed to the center-right's poor showing in the 2004 regional and European Parliamentary elections, and continues to spark periodic strikes and work stoppages throughout France.

F- **ECONOMY**

With a GDP of \$2.02 trillion, France is the fifth-largest Western industrialized economy. It has substantial agricultural resources, a large industrial base, and a highly skilled work force. A dynamic services sector accounts for an increasingly large share of economic activity and is responsible for nearly all job creation in recent years. GDP growth was 0.2% in 2003, after two years of steady decline from 4.2% in 2000. GDP growth rebounded to 2.3% in 2004 from 1.1% in 2002 and 0.5% in 2003.

Government economic policy aims to promote investment and domestic growth in a stable fiscal and monetary environment. Creating jobs and reducing the high unemployment rate through recovery-supportive policy has been a top priority. The Government of France successfully reduced an unemployment rate of 12% to 8.7% in the late 1990s but has seen unemployment increase to above 10.1% in early 2005. France joined 10 other European Union countries in adopting the euro as its currency in January 1999. Since then, monetary policy has been set by the European Central Bank in Frankfurt. On January 1, 2002, France, along with the other countries of the euro zone, dropped its national currency in favor of euro bills and coins.

Despite significant reform and privatization over the past 15 years, the government continues to control a large share of economic activity: Government spending, at 54.7% of GDP in 2003, is among the highest in the G-7. Regulation of labor and product markets is pervasive. The government continues to own shares in corporations in a range of sectors, including banking, energy production and distribution, automobiles, transportation, and telecommunications.

Legislation passed in 1998 shortened the legal work week from 39 to 35 hours for most employees effective January 1, 2000. Recent assessments of the impact of work week reduction on growth and jobs have generally concluded that the goal of job creation was not met. The current administration is introducing increasing flexibility into the law, returning the country to a de facto (if not de jure) 39-hour work week in the private sector.

Membership in France's labor unions accounts for less than 10% of the private sector work force and is concentrated in the manufacturing, transportation, and heavy industry sectors. Most unions are affiliated with one of the competing national federations, the largest and most powerful of which are the communist-dominated General Labor Confederation (CGT), the Workers' Force (FO), and the French Democratic Confederation of Labor (CFDT).

France has been very successful in developing dynamic telecommunications, aerospace, and weapons sectors. With virtually no domestic oil production, France has relied heavily on the development of nuclear power, which now accounts for about 80% of the country's electricity production.

Trade

France is the second-largest trading nation in western Europe (after Germany). France

ran a \$23.0 billion deficit in 2004. Total trade for 2004 amounted to \$858.2 billion, over 40% of GDP. Trade with EU-15 countries accounts for 61.0% (2004) of French trade.

In 2003, U.S.-France trade in goods and services totaled \$84.5 billion. U.S. industrial chemicals, aircraft and engines, electronic components, telecommunications, computer software, computers and peripherals, analytical and scientific instrumentation, medical instruments and supplies, broadcasting equipment, and programming and franchising are particularly attractive to French importers. Total French trade of goods and services was \$994.4 billion in 2003.

Principal French exports to the United States are aircraft and engines, beverages, electrical equipment, chemicals, cosmetics, and luxury products. France is the ninth-largest trading partner of the United States.

Agriculture

France is the European Union's leading agricultural producer, accounting for about one-third of all agricultural land within the EU. Northern France is characterized by large wheat farms. Dairy products, pork, poultry, and apple production are concentrated in the western region. Beef production is located in central France, while the production of fruits, vegetables, and wine ranges from central to southern France. France is a large producer of many agricultural products and is expanding its forestry and fishery industries. The implementation of the Common Agricultural Policy (CAP) and the Uruguay Round of the GATT Agreement resulted in reforms in the agricultural sector of the economy. Continued revision of the CAP and reforms agreed under the Doha round of World Trade Organization (WTO) will further change French agriculture.

France is the world's second-largest agricultural producer, after the United States. However, the destination of 70% of its exports is other EU member states. Wheat, beef, pork, poultry, and dairy products are the principal exports. The United States, although the second-largest exporter to France, faces stiff competition from domestic production, other EU member states, and third countries. U.S. agricultural exports to France, totaling \$425 million in 2003, consist primarily of soybeans and products, feeds and fodders, seafood, and consumer oriented products, especially snack foods and nuts. French agricultural exports to the United States are mainly cheese, processed products, and wine. They amount to about \$1.75 billion (2003) annually.

G- FOREIGN RELATIONS

A charter member of the United Nations, France holds one of the permanent seats in the Security Council and is a member of most of its specialized and related agencies. France is also America's oldest ally; French military intervention was instrumental in helping Britain's American colonies establish independence. Because many battles in which the United States was involved during World War I and World War II took place in France, more American soldiers have been killed on French soil than on that of any other foreign country.

France is a leader in Western Europe because of its size, location, strong economy, membership in European organizations, strong military posture, and energetic diplomacy. France generally has worked to strengthen the global economic and political influence of the EU and its role in common European defense. It views Franco-German cooperation and the development of a European Security and Defense Policy (ESDP) with other EU members, as the foundation of efforts to enhance European security.

France supports Quartet (U.S.-EU-Russia-UN) efforts to implement the Middle East roadmap, which envisions establishment of a Palestinian state, living side-by-side in peace and security with Israel. Recognizing the need for a comprehensive peace agreement, France supports the involvement of all Arab parties and Israel in a multilateral peace process. France has been active in promoting a regional economic dialogue and has played an active role in providing assistance to the Palestinian Authority. It also allowed Palestinian Authority President Yasir Arafat to receive medical treatment in France during his final illness; he died there in November 2004. France has voiced strong support for Israeli Prime Minister Sharon's Gaza disengagement plan, continues to express concerns on the route of the Israel security barrier in the West Bank, and has called for an international conference before the end of 2005 to help relaunch the roadmap and move towards final status talks.

Since 2003, France has supported four UN Security Council (UNSC) resolutions on Iraq, including UNSCR 1546, which laid out a timetable for Iraq's political transition and reaffirmed UNSC authorization for a Multinational Force in Iraq, at the invitation of the Iraqi government, to stabilize the country. France contributed in part to the 230 million euro EU contribution to Iraq reconstruction in 2003. After the Iraqi Interim Government took power, France agreed to substantial debt relief and offered police training to Iraqi security forces.

France plays a significant role in Africa, especially in its former colonies, through extensive aid programs, commercial activities, military agreements, and cultural impact. In those former colonies where the French presence remains important, France contributes to political, military, and social stability. France maintains permanent military bases in Chad, Cote d'Ivoire, Djibouti, Gabon, and Senegal. France deployed additional military forces to Cote d'Ivoire in 2002 and to Central African Republic in 2003 to address crises in both countries and, with EU partners, led an international military operation to the Democratic Republic of the Congo in 2003. In 2004, it deployed military forces to provide humanitarian relief supplies to refugees from Darfur in Chad and to monitor the Chad-Sudan border. French forces are also serving with international operations in Burundi, Ethiopia/Eritrea, and Liberia. France has also deployed forces to Togo (in support of operations in Cote d'Ivoire), Cameroon, and the Central African Republic. An attack on French forces in Cote d'Ivoire in 2004 by government soldiers led to the departure of thousands of French nationals from that country, with some stating an intention to return to Cote d'Ivoire and others indicating that their departure was permanent.

France has extensive political and commercial relations with Asian countries, including China, Japan, and Southeast Asia as well as an increasing presence in regional fora. France is seeking to broaden its commercial presence in China and will pose a competitive challenge to U.S. business, particularly in aerospace, high-tech, and luxury markets. In Southeast Asia, France was an architect of the 1991 Paris Accords, which ended the conflict in Cambodia.

Security Issues

French military doctrine is based on the concepts of national independence, nuclear deterrence, and military sufficiency. France is a founding member of the North Atlantic Treaty Organization (NATO), and has worked actively with Allies to adapt NATO--internally and externally--to the post-Cold War environment. In December 1995, France announced that it would increase its participation in NATO's military wing, including the Military Committee (the French withdrew from NATO's military bodies in 1966 while

remaining full participants in the alliance's political councils). France remains a firm supporter of the Organization for Security and Cooperation in Europe (OSCE) and other efforts at cooperation.

Outside of NATO, France has actively and heavily participated in a variety of peacekeeping/coalition efforts in Africa, the Middle East, and the Balkans, often taking the lead in these operations. France has undertaken a major restructuring to develop a professional military that will be smaller, more rapidly deployable and better tailored for operations outside of mainland France. Key elements of the restructuring include reducing personnel, bases, and headquarters and rationalizing equipment and the armament industry. French active-duty military at the beginning of 2004 numbered about 334,000 (including Gendarmes), of which nearly 35,000 were assigned outside of metropolitan France. France completed the move to all-professional armed forces when conscription ended on December 31, 2002.

France places a high priority on arms control and non-proliferation. After conducting a final series of six nuclear tests, the French signed the Comprehensive Test Ban Treaty in 1996. France has implemented a moratorium on the production, export, and use of anti-personnel landmines and supports negotiations leading toward a universal ban. France is an active participant in the major supplier regimes designed to restrict transfer of technologies that could lead to proliferation of weapons of mass destruction: the Nuclear Suppliers Group, the Australia Group (for chemical and biological weapons), the Non-Proliferation Treaty, and the Missile Technology Control Regime. France participates actively in the Proliferation Security Initiative, and is engaged with the U.S., both bilaterally and at the International Atomic Energy Agency (IAEA) and Organization for the Prohibition of Chemical Weapons (OPCW), to curb nuclear, biological, and chemical (NBC) proliferation from the D.P.R.K., Iran, Libya, and elsewhere. France has signed and ratified the Chemical Weapons Convention.

H- U.S.-FRENCH RELATIONS

Relations between the United States and France are active and cordial. Mutual visits by high-level officials are conducted frequently. Bilateral contact at the cabinet level has traditionally been active. France and the United States share common values and have parallel policies on most political, economic, and security issues. Differences are discussed frankly and have not generally been allowed to impair the pattern of close cooperation that characterizes relations between the two countries.

France is one of NATO's top three troop contributors. The French support NATO modernization efforts and are leading contributors to the NATO Response Force (NRF). France is keen to build European defense capabilities, including through the development of EU battle-group sized force packages and joint European military production initiatives. Defense Minister Alliot-Marie has stated repeatedly that the development of a European defense must be done transparently and in complement with NATO, which remains at the core of transatlantic security.

France cooperates with the U.S. to monitor and disrupt terrorist groups and has processed numerous U.S. requests for information under the Mutual Legal Assistance Treaty. French security and intelligence services have rounded up hundreds of extremists in the past year. The French judiciary has upheld the pre-trial detainment of the four French former Guantanamo detainees. France is a strong partner in multiple non-proliferation fora and is a key participant in the Proliferation Security Initiative. Through

the "EU3" (France, the U.K., and Germany), France is working to prevent Iran from developing nuclear weapons.

France opposed the use of force in Iraq in March 2003 and did not join the U.S.-led coalition that liberated the country from the dictatorial rule of Saddam Hussein. Despite differences over Iraq, the U.S. and France continue to cooperate closely on many issues, most notably the global war on terrorism, efforts to stem the proliferation of weapons of mass destruction (WMD), and on regional problems, including in Africa, Lebanon, and Kosovo. On Iraq, the French agreed to generous debt relief for Iraq in Paris Club negotiations and have accepted the establishment of a NATO training mission there. Both President Chirac and former Foreign Minister Barnier have spoken publicly in support of the January 30, 2005 Iraq elections, even though they also expressed concerns about the need to broaden political participation in Iraq. Following President Bush's reelection, President Chirac and former Foreign Minister Barnier have called repeatedly for reinforced transatlantic and U.S.-French alliance. French forces participate in both Operation Enduring Freedom and ISAF and work with the U.S. training the Afghan army. France seeks robust U.S. engagement in the peace process and assistance in ensuring that the post-Arafat transition proceeds peacefully and views U.S.-European cooperation on Israeli-Palestinian issues as a critical component of a reinvigorated transatlantic dialogue. The Chirac government has attempted in recent months to improve relations with Israel. During a visit to Israel in October 2004, then-Foreign Minister Barnier praised the Gaza withdrawal plan as a "courageous first step," and urged a greater role for the EU in the implementing the roadmap. France and the U.S. co-sponsored last fall a UNSC resolution calling for Syrian non-interference in Lebanon and continue to cooperate on its implementation. France participates in the U.S. Broader Middle East and North Africa initiative.

The U.S. and France have worked closely to support a sovereign and independent Lebanon, free of Syrian domination. The U.S. and France co-sponsored in September 2004 UNSCR 1559, which called for full withdrawal of Syrian forces, a free and fair electoral process, and disbanding and disarmament of all Lebanese and non-Lebanese militias. In the wake of the assassination of former Lebanese Prime Minister Rafik Hariri in February 2005, the U.S. and France reiterated calls for a full, immediate withdrawal of all Syrian troops and security services from Lebanon.

VII. BRITTANY – LOWER NORMANDY – LOIRE REGION OVERVIEW

The APP Rennes' district includes the following regions: Brittany, Lower Normandy, and Pays de la Loire.

A. Brittany

The region of Brittany is composed of four counties: Ille-et-Vilaine, Côtes d'Armor, Finistère and Morbihan.

Demographics

Brittany is the seventh most populous region of France with 2.9 million inhabitants. Rennes, the capital of Brittany, has a population of 212,000 inhabitants, making it the 10th largest city in France. Including the metropolitan region, the population is 362,000. Rennes comes in at or near the top of all quality of life polls in France, due to its combination of an attractive city center, parts of which date back to Medieval times, a vibrant population that includes 60,000 students, a strong overall economy and the natural beauty of the Brittany region that surrounds the city.

Celtic history

The Brittany region has a strong Celtic heritage that is experiencing resurgence today in the form of Breton cultural development, periodically intermingled with political separatism. The Breton language is already taught in a series of special schools, the Diwan bilingual. Celtic music is pervasive in the region, and the Celtic Festival in Lorient, on the southern coast of Brittany, grows in stature and popularity each year. TV Breizh, a regional cable and satellite channel, dedicated to the promotion of Celtic Breton heritage, just came into being in September 2000.

Economy

Brittany accounts for 4% of the French national GDP and 3.1% of French exports. Key industrial sectors in Rennes and in Brittany more largely are telecommunication research, with 40% of French telecomm research centered in Rennes, Brest and Lannion. The Rennes Atalante Science Park, created in 1984, is the center of new technology development in Rennes. The area is well served by regional highway networks and the TGV high-speed train.

Agriculture, fishing and food industry, are the other major economic sectors. Brittany is the first region in France for agricultural production and for fishing, and accounts for 8% of France's added agricultural value and 46% of national fishing production.

Culture

Rennes is proud of its cultural life. In addition to an active season of classical concerts and plays, the city holds numerous annual festivals geared to the younger student

population, including Transmusicales, Les Tombées de la Nuit, Jazz à l'Ouest and Travelling, a film festival.

The Franco-American Institute in Rennes, a binational cultural center opened in 1961 by the US Embassy in Paris and Rennes city hall, offers a broad range of cultural activities, such as art exhibitions, concerts, conferences, a student exchange program, American English courses, translation services and an American library.

Rennes has broken ground for a new cultural center, the "Champs Libres", with opening scheduled for 2006.

Brittany and the United States

One of the most important points of emigration from France to the U.S. was a small village in Brittany called Gourin. Between the 1860s and the 1950s, thousands of people from this one town and the surrounding area emigrated to America. Every resident of Gourin can now count at least one American relative.

The city of Rennes was liberated on August 4, 1944, by the troops of General Patton. The citizens of Rennes turned out in force on City Hall Plaza to join the arriving American soldiers and celebrate their liberty. The same site was chosen by the city of Rennes for the official memorial service on September 14, conducted jointly with APP Rennes, in commemoration of the tragic events of September 11.

The city of Rennes has been Sister City with Rochester, New York, since 1947. Moreover, the cities of Brest and Vitre are respectively Sister Cities with Denver and Greece, New York.

B. Lower Normandy

The region of Lower Normandy is composed of three counties: Calvados, Manche and Orne.

Demographics

Lower Normandy ranks as the 17th most populous region in France with 1.4 million people. The capital of Lower Normandy is Caen, with a population of nearly 120,000. The metropolitan statistical area of Caen boasts over 200,000 inhabitants. The city is a two-hour drive from Paris and a two-hour drive from Rennes, the site of the American Presence Post for Western France. At 9.1 %, the unemployment rate is under the French national average of 10.2%

Economy

The region produces 1.3% of all exports from France, and consumes 1.2% of all import to France. 4.5% of all produces exported from the region in 2000 came to the United States. Lower Normandy has globally a higher than national average rate as the working agricultural population is 10%. With 24% of workers working in the secondary sector, Lower Normandy is at the same level as the national average. Three sectors dominate the market: the car industry, chemicals and petrol, and the food industry. Many other areas participate in the industrial activity of the region particularly the electrical construction

and electronics, aeronautic and naval construction, the iron and steel industry, textile industry and paper industry. Caen is the 1st port of Lower Normandy.

History

In June 6th 1944, allied forces landed on the coasts of Calvados and Manche. The beaches were given American names (Omaha Beach, Utah Beach) by battle planners during the war and the names have remained. Arromanches with its artificial port, military cemeteries, la Pointe du Hoc, monuments, milestones and military relics continue to serve as reminders of the battles. At the American cemetery in Colleville sur Mer, which covers twenty eight acres, rest more than 4,000 American soldiers who died in the Normandy and Brittany campaigns in 1944.

Lower Normandy and the United states

Lower Normandy has always had close relations with the United States, and those ties grew even tighter following the end of the Second World War. The region hosts many American citizens, particularly in Caen area. The city of Caen is Sister City with Nashville and Alexandria. Many associations attest a steadfast commitment in preserving the Franco-American friendship; amongst them are the Sister City Committees of Caen-Nashville and Caen Alexandria, Les Fleurs de la Memoire, and France Etats-Unis Caen.

C. Pays de Loire

The Pays de Loire region is composed of five counties: Loire-Atlantique, Vendée, Mayenne, Maine-et-Loire and Sarthe.

Demographics

Once the royal capital of Brittany, Nantes is a dynamic city with strong ties to not one but two regions: Brittany and the Loire Region. The population of the city comes from both regions and has soared in recent years. Since World War II, the city and the Loire Atlantique Department have belonged to the Pays de la Loire region. Over 400,000 people now live in Nantes itself and another 200,000 live in its immediate suburbs. Nantes is the 6th largest city in France.

The city of Nantes is home to a number of American companies and has the largest commodities exchange house in France outside Paris. Nantes is also the capital of the Pays de la Loire (the Loire Region). The city of Rennes, the administrative capital of Brittany and home to the American Presence Post for Western France, is located 100 kilometers north of Nantes. Sixty kilometers west of Nantes, at the Loire river estuary, is the city of Saint-Nazaire, a heavily industrialized port city that is closely linked to Nantes.

Economy

Pays de la Loire was joined with Brittany and Poitou-Charentes through an active economic development association called Ouest Atlantique. The three regions worked together economically for twenty years before Brittany withdrew. Nantes, the capital of the Pays de la Loire, has the largest economy among the cities of the western regions of France. Angers, the capital of Maine-et-Loire, is after Nantes the largest business center in the region, with a sizable U.S. business presence.

Culture

The region has developed a very intense cultural life and holds many festivals, such as Europa Jazz festival in Le Mans, Les Accroche-Coeurs in Angers, or La Folle Journee and Les Rendez Vous de l'Erdre in Nantes. The capital city has an active theater season, and the Orchestre National des Pays de la Loire, founded in 1971. The Musée du Chateau des Ducs de Bretagne, housed in the original chateau which dates from the 13th century, contains two museums, both focused on the history of Nantes.

Pays de la Loire and the United States

The city of Nantes has two sister city relationships in the U.S. The relationship with Jacksonville, Florida dates from 1985. The pairing with Seattle, Washington, dates from 1980.

VIII. DRIVING IN FRANCE

CAVEAT: There is no provision in our own law for intercession by foreign embassies on behalf of their citizens who wish to circumvent our established procedures. For this reason, the Embassy is not in a position to intercede with the French authorities on behalf of Americans seeking driving test exemptions and driver's licenses.

A. Driving Licence

The following information for U.S. citizens driving in France was provided to the Embassy by the Ministry of Foreign Affairs. French regulations distinguish between persons in France on short tourist or business trips (less than 90 days) and those who are here as longer-term residents (more than 90 days).

If you are a temporary visitor in France, you may drive with a valid U.S. (State) driver's license. In addition to having your U.S. driver's license, visitors are advised (but not required) to carry an International Driving permit, or attach a French translation to their U.S. driver's license.

If you are a resident of France (holder of a carte de séjour or carte de residence), you may drive in France with a valid U.S. (not International) driver's license for a one-year recognition period, beginning on the date of validity of the first carte de séjour (exception for students who are allowed to use their driver's license for the duration of their studies). In addition to having your U.S. driver's license, residents are also required to attach a French translation done by a sworn translator (traducteur expert-jure).

Persons with valid driver's licenses, issued prior to their first entry into France as a resident, from the states of Florida, Pennsylvania, Illinois, New Hampshire, Kansas, Michigan, South Carolina and Kentucky may directly 'exchange' their state driver's licenses for French permits. This is because Illinois, Kansas, Michigan, New Hampshire, South Carolina and Kentucky offer a reciprocal privilege of exchange for persons holding French permits.

-If you have a driver's license from one of these 13 states: Colorado, Connecticut, Florida, Pennsylvania, Illinois, New Hampshire, Michigan, Kansas, South Carolina, Kentucky, Delaware, Ohio and Virginia, apply for the French driver's license (permis de conduire) in your city of residence at least three months before the expiration of the one-year recognition period, to allow sufficient time for the required formalities (Beyond this time, the exchange will not be possible). Go to the Prefecture de Police.

1. Form to request the driver's license (available at the Prefecture)
2. The U.S. Driver's license with sworn translation in French. (For married women, if maiden name or married name does not appear of the driver's license, statement or official document showing both names). Some prefectures may also require a notarized translation.
3. Proof of current address: Statement of domicile or electricity bill or rent receipt.
4. Carte de séjour with photocopy of both sides;
5. Two (2) passport size photographs;
6. This service is free of charge.

-If you DO NOT have a driver's license from one of these 13 states, you must take the written and driving portions of the French licensing examination after one year of residence in France. Although there is no required number of lesson hours, the driving exam must be completed with a dual command car. As a consequence, you will have to go through a driving school. Special sessions are organized for people who do not speak French very well. In order to make the written test easier for non-French speakers, there is a possibility that you can be assisted by a translator, who may be a friend or relative.

B. Replacing expired, lost or stolen U.S driving licence

The Embassy is not authorized to replace expired, lost and stolen U.S. driver's licenses. Only the Department of Motor Vehicles in the driver's home state can perform that service. If you have lost your driver's license or had it stolen in France, immediately report it to the commissariat of police having jurisdiction over the area where the loss or theft occurred. The commissariat will issue a *Recepisse de Declaration de Perte ou de Vol de Pieces d'Identité* ("Acknowledgment of Declaration of Loss or Theft of Identity Documents").

This *recepisse* will generally cover the lack of a driver's license for a few weeks while a replacement is being obtained. Monday through Friday, except on French and American holidays.

C. How to obtain an International Driver's Licence

The American Automobile Association (AAA) issues International driver's licenses in the United States. Request an application from the American Automobile Association, 1000 A A A Drive, Heathrow, Fl. 32746-5063. Return the completed application to the same address with a photocopy of your valid U.S. driver's license, two passport-size (2 x 2 inches or 5 x 5 cms) photographs and a check (U.S. banks only) or International money order for \$10.00 payable to the AAA. The International driver's license issued by the AAA is valid for one year.

An International driver's license is only valid for use in France by U.S. citizens who are here temporarily (less than 90 days). The International Driving Permit is translated into the nine official languages of the United Nations, including French and English and serves as a translation to be used in conjunction with the visitor's valid driver's license. It can be useful in emergencies such as traffic violations or auto accidents, particularly when a foreign language is involved.

NOTE: This can only be considered as a translation in many languages, and cannot be separated from the U.S. driver's License. Longer-term residents must comply with the requirements set forth above under "Driver's License".

An International driver's license **cannot** be obtained in France.

INSURANCE: An unlimited third party liability insurance policy is compulsory for all automobiles entering France. Whether the owner accompanies the automobile or not, the vehicle must be insured. As proof of insurance, the owner must present an international motor insurance card (yellow if the policy is purchased in France, green otherwise) showing that the vehicle is insured in France. A temporary insurance policy is available from the vehicle insurance department of the French Customs Office (*la douane*) at the point of entry (border-crossing or seaport).

These policies can have a validity of eight, 15 or 30 days. For those who wish longer-term or additional insurance, we have a list of English-speaking insurance companies in Paris. (Included in the guide, see index)

D. Motor vehicles

General Information: Foreign-registered automobiles entering France by road or ferry are not normally documented by the French Customs at the point of entry. Vehicles shipped to France are treated differently. The shipping company will issue a *declaration d'admission* by French Customs at the seaport which is delivered to the owner with the car.

The French Customs Office decides if U.S. license plates can be used in France or if French plates (plaques d'immatriculation) are required. In general, cars imported for less than three months can keep their U.S. plates; those brought in for more than three months need French plates. After having cleared their vehicles through a French port of entry, Americans who plan to reside temporarily or permanently in France should consult the local Customs Office to establish the status of their vehicles. In Paris, the address is: French Customs Office (Bureau de Paris Douane, Tourisme), 11, rue Leon Jouhaux, 75010 Paris (Tel: 01-40-40-60-35).

In addition to license plates, imported automobiles should have a nationality plate (plaque de nationalité) mounted near the rear license plate. These plates (usually an adhesive plastic disk) can be purchased at most auto accessory stores. An American using U.S. license plates should mount a "USA" disk.

Once an imported vehicle has been processed through the French Customs Office in Paris or elsewhere, the most practical way to document the vehicle or, if necessary, to register it (obtain a certificat d'immatriculation, often referred to as carte grise) and get license plates is to apply to: Automobile Club de l'Ile de France and Normandy, 14 Avenue de la Grande Armée, 75017 Paris (Tel: 40-55-43-00). The Automobile Club has offices or representatives in most cities and larger towns in France, but motorists outside of Paris should contact the regional offices in major cities to document their vehicles.

Tourists: Foreign tourists may bring a car or motorcycle into France duty-free, and operate their vehicles with foreign license plates and a nationality disk. No other documentation is required as long as the vehicle is exported within three months. Americans who buy a car in France for tourist use and export without paying the French sales tax (T.V.A.) will be authorized temporary "TT" license plates by the French Customs Office for a period of six months only.

Temporary Residents: Temporary residents (holders of cartes de séjour temporaire) are exempted from payment of customs duties on cars they import if they can show that they will stay in France less than one year and that they have a permanent residence outside of France. An incoming resident must have owned the vehicle at least six months before coming to France, and have resided outside of France for at least one year to qualify for duty-free status.

Long-Term Residents: Americans residing in France (holders of three-year carte de séjour de resident ordinaire and the ten-year carte de séjour de resident privilégié) are not entitled to customs exemptions on imported motor vehicles. They must pay customs duties, register the vehicle, and equip it with French license plates.

It must be also shown that the vehicle has been registered and all taxes and duties paid in the country from which the vehicle is being imported. In addition, the owner of a car accorded duty-free status must give assurances that the vehicle will not be sold or used by someone else in France for at least one year from the date of authorization of duty-free status.

Some categories of foreigners may be granted duty-free entry of cars for more than a year. All questions of exemptions (franchise douanière) and extensions of exemptions should be referred to the French Customs Office.

List of Customs Offices and Automobile Clubs in the Consular regions

Brittany

- Ille et Vilaine (Rennes)

Centre Régional de
Dédouanement
Rue de la Frébardière BP 59
35135 Chantepie
Tel: 02 99 30 06 30
Fax: 02 99 51 33 86

Automobile Club de l'Ouest
40 bd de la Liberté
35000 Rennes
Tel: 02 99 79 11 11
Fax: 02 99 79 15 99

- Finistère (Brest)

Centre Régional de
Dédouanement
14, quai de la Douane BP 60711
29607 Brest Cedex
Tel: 02 98 44 35 20
Fax: 02 98 44 40 95

Automobile Club de l'Ouest
9, rue Siam
29200 Brest
Tel: 02 98 44 32 89
Fax: 02 98 44 91 13
E-mail: aco29@lemans.org

- Morbihan (Vannes)

Centre Régional de
Dédouanement
24, av Gontran Bienvenu,
ZI du Prat CP 3727
56037 Vannes Cedex
Tel: 02 97 01 36 00
Fax: 02 97 01 39 09

Automobile Club
61, rue Marechal Foch
56000 Lorient
Tel: 02 97 21 03 07
Fax: 02 97 21 91 42

- Côtes d'Armor (Saint Brieuc)

Centre Régional de Dédouanement
ZAC du Plateau, 2 av du Chalutier sans pitié
BP 320 – 22193 Plérin
Tel: 02 96 74 75 32
Fax: 02 96 74 57 41

Automobile Club
6, place Duguesclin
22000 Saint Brieuc
Tel: 02 96 33 16 20
Fax: 02 96 33 05 81

Loire Region

- **Pays de la Loire (Nantes)**

Centre Régional de Dédouanement
3 impasses du Bélem BP 78410
44184 Nantes Cedex 4
Tel: 02 40 58 55 09
Fax: 02 40 58 61 42

Automobile Club
6, bd Gabriel Guist'hau
44000 Nantes
Tel: 02 40 48 11 11
Fax: 02 51 82 26 12

- **Maine et Loire (Angers)**

Centre Régional de Dédouanement
4, av Joxé BP 3623
49036 Angers Cedex 01
Tel: 02 43 49 97 40
Fax: 02 41 41 15 59

Automobile Club
7, place de la République
49000 Angers
Tel: 02 41 88 40 22
Fax: 02 41 20 00 49

- **Mayenne (Laval)**

Centre Régional de Dédouanement
55, rue du depot BP 2235
53022 Laval Cedex
Tel: 02 43 49 97 40
Fax: 02 43 49 97 58

- **Sarthe (Le Mans)**

Centre Régional de Dédouanement
96, rue de l'Angevinière BP 21054
72001 Le Mans Cedex 1
Tel: 02 43 39 18 39
Fax: 02 43 77 18 60

Automobile Club
60, av Général Leclerc
72000 Le Mans
Tel: 02 43 14 23 49

- **Vendée (La Roche Sur Yon)**

Centre Régional de Dédouanement
185, bd du Marechal Leclerc BP 333
85008 La Roche Sur Yon
Tel: 02 51 62 31 25
Fax: 02 51 46 23 28

Lower Normandy

- **Calvados (Caen)**

Centre Régional de Dédouanement
151, cours Cassarelle
14120 Caen
Tel: 02 31 35 46 29
Fax: 02 31 35 46 39

Automobile Club
20, av du 6 juin
14000 Caen
Tel: 02 31 85 47 35
Fax: 02 31 85 88 50

- **Orne (Alençon)**

Centre Régional de Dédouanement
Z.A.T. du Londeau BP 753
61041 Alençon
Tel: 02 33 80 31 00
Fax: 02 33 80 31 05

- **Manche (Saint Lô)**

Centre Régional de Dédouanement
1, place Sainte-Croix BP 240
50010 Saint Lô
Tel: 02 33 57 68 50
Fax: 02 33 57 17 80

Sales and transfert of ownership

The sale of a car imported duty-free must be processed at the French Customs Office. Both the buyer and the seller must execute a title transfer request (demande de transfert). The seller must also complete a bill of sale (certificat de vente). Foreigners must present their passports as well as all ownership documents.

A vehicle in temporary, duty-free status in France can be sold to another non-resident without payment of customs duties and taxes if the car is exported from France before expiration of the duty-free period. Only one such duty-free transfer can be made for any single vehicle. Customs duties and taxes must be paid by the seller to the French Customs Office on any car sold to a resident of France. The seller must give the customs certificate (certificat de dédouanement) to the buyer as proof that customs duties have been paid on the vehicle.

After obtaining the approval of the Customs Office, a foreign buyer must register the car at the Prefecture of Police or at the automobile club of their choice (see above). The registration of the vehicle should be processed as quickly as possible (within two weeks) after the Customs Office formalities are completed. An American planning to sell a duty-free vehicle would do well to inform the Paris or local Customs Office of their intentions and to confirm that the circumstances of the sale pose no customs problems.

F. French specification

To use a car imported from the U.S. to France for more than 6 months, you need approval from the 'Service des Mines' of the Prefecture.

G. English speaking driving schools

All driving schools on this list have at least one English-speaking instructor, although their fluency may vary. The consulate assumes no responsibility for the professional ability of the listed persons or agencies.

Brest

Auto-Ecole Luco	02 98 44 81 60
Monsieur Yves Luco	
39, boulevard Montaigne 29200 Brest	
Ecole de Conduite Française Roger Roudaut	02 98 68 19 83
24, place Napoléon III	
29200 Brest Bellevue	

Lannion

Ecole de Conduite Française	02 96 37 47 57
1, rue de Kermaria	
22300 Lannion	

Le Mans

Ecole de Conduite Française Centre Atlantique	02 43 24 41 83
Monsieur Schroll	
39, rue Eichthal	
72000 Le Mans	

Morlaix

Ecole de Conduite Française Manche West	02 98 62 13 52
20, rue de Paris	
29600 Morlaix	

Rennes

Auto-Ecole Les Almadies	02 99 53 56 46
Monsieur Charles Duchêne	
30, avenue Henri Freville	
Centre Commercial Les Almadies	
35000 Rennes	

Auto-Ecole de la Tour d'Auvergne	02 99 30 33 36
20, boulevard de la Tour d'Auvergne	
35000 Rennes	

Ecole de Conduite le Hérisson	02 99 63 11 22
Monsieur Luc Perez	
29, rue Guillaume Lejean	
35000 Rennes	

St Brieuc

Ecole de Conduite Française	02 96 61 31 99
8, rue du 71ème RI	
22000 St Brieuc	

IX. MARRIAGE

The following information is for the guidance of civilian American citizens contemplating marriage in France. U.S. military personnel should contact the Legal Officer of the Defense Attaché's Office at the American Embassy in Paris.

Although marriage statutes in the United States vary from state to state, a marriage performed in France under French law is generally recognized as valid throughout the U.S. American diplomatic and consular officers do not have legal authority to perform marriages. Because of the French legal requirement that civil marriages take place in a French "mairie," marriages **CANNOT** be performed within the Embassy or within an American consular office in France.

A. Civil and Religious Ceremony

Civil Ceremony: To be legal, all marriages must be performed by a French civil authority, i. e., an "officier de l'état civil," BEFORE any religious ceremony takes place. In practice, this means the mayor ("maire") or his legally authorized replacement, such as a deputy mayor ("adjoint") or a city councilor ("conseiller municipal"), of the town in which one of the parties to be married has resided for at least forty (40) days immediately preceding the marriage. All Americans marrying in France must comply with this requirement.

Religious ceremony: A religious ceremony may be performed AFTER (never before) the civil ceremony. The minister, priest or rabbi performing the religious ceremony will require the certificate of civil marriage ("certificat de célébration civile") as proof that the civil ceremony has taken place.

B. Residence requirement and place of marriage

At least one of the contracting parties must have resided in France for forty (40) days continuously prior to the marriage: The "mairie" (city hall) or town where the civil ceremony takes place is dictated by the place of residence. If both of the parties to marriage meet the residence requirement, but resided in different districts, the civil ceremony may take place in either district of residence. The 40-day residence requirement cannot be waived .

C. Publication of banns

French law also requires the posting of marriage banns at the appropriate "mairie" no less than ten (10) days preceding the date of marriage. The first publication of the banns can be made only at the end of thirty (30) days of residence in France by one party to the marriage. Only in very exceptional cases can this requirement be waived by a French authority (the "Procureur de la République" for the district in which the marriage will take place). Each mairie may require that the complete marriage file be presented as much as 10 or more days prior to the publication of Banns. Please contact your mairie to find out exactly what the delay is.

D. Marriage certificate

Couples married in France automatically receive a "livret de famille". This is a booklet which serves as an official record of the marriage and subsequent events in the family such as births, deaths, divorce or name changes. In France, the "livret de famille" is an official document. It is also possible to obtain a marriage certificate ("extrait d'acte de mariage") by writing to the "mairie" where the marriage took place. You must indicate a) the date and place of the marriage and b) the full names (including wife's maiden name) of the two parties. If the certificate is to be mailed in France, the request should be accompanied by a self-addressed, stamped envelope. If the certificate is to be mailed to a U.S. address, with a self-addressed envelope with a Universal Postal Union coupon to cover international postage costs.

E. Marriage formalities for France

Documentary requirements:

It is very important that you first learn exactly, from the city hall, all the documentary requirements for marriage in their district, and whether they will accept affidavits available at the Embassy.

Most "mairies" in France require some or all of the following documents:

-a valid U.S. passport, or a French residence permit ("carte de sejour");

-a birth certificate ("extrait d'acte de naissance") less than 3-month-old:

Most city hall require that you present a certified copy of your birth certificate less than 3-month old along with a sworn translation. You must obtain the sworn translation from a sworn translator ("traducteur assermenté"). Sworn translators are listed in every "mairie". The Franco-American institute in Rennes also has one. The consulate does not provide translation services.

Some city halls may accept a notarized affidavit ("Attestation d'identité et de nationalité") executed before an American Consular Officer in France. Because the information on American birth certificated differs from that provided on French birth certificate, individuals born in the U.S must generally submit additional information about their marital status. The fee for this notarial is \$30.00 (or the equivalent in euros) per document; each additional seal provided at the same time in connection with the same transaction will cost \$20.

In order to obtain a certified copy of your U.S birth certificate, please refer to the following web-site www.vitalcheck.com

-An affidavit of marital status ("attestation tenant lieu de declaration en vue de mariage ou de non-remariage") less than 3-month-old:

French city halls also usually require a certificate of Celibacy. It can be done in the form of a notarized affidavit ("Attestation tenant lieu de Certificat de Célibat ou de non-remariage") be executed before an American Consular officer in France. The fee for this notarial service (only open from 9:00 to 12:00 Monday thru Friday) is \$30.00(or the equivalent in euros) in cash per document. Each additional seal provided at the same time in connection with the same transaction will cost \$20 (or the equivalent in euros). Again, keep in mind that some city halls do not accept affidavits and have special requirements.

-An Affidavit of law ("certificat de coutume") is sometimes required:

Some "mairies" may request an Affidavit of Law and Customs ("Certificat de Coutume") in addition to the Affidavit of Marital Status. The Affidavit of Law is a statement about U.S. marriage laws, certifying that the American citizen is free to contract marriage in France and that the marriage will be recognized in the United States. Only an attorney licensed to practice in both France and the United States may execute this document. The Affidavit of Law is prepared on the basis of the attorney's examination of the individual's documentation (divorce decree, death certificate of spouse, etc.), and verification and citation of the applicable marriage laws of the United States.

-A medical certificate ("certificat médical prénuptial") less than 3-month-old:

Each party to marriage must obtain a pre-nuptial medical certificate ("certificat d'examen médical prénuptial") attesting that the individual was examined by a doctor "en vue de mariage." The marriage banns cannot be published until medical certificates have been submitted to the "mairie." The certificates must be dated no earlier than two months before the publication of banns. Any qualified doctor can perform the medical examination (the Consulate publishes a list of English-speaking doctors). Individuals coming directly from the United States can be medically examined in the United States by a physician approved by the local French Consulate (usually, a list of such physicians is furnished by the Consulate). However, it should be noted that authorities in France require that the original certificate be in the French language, or that an official translation notarized by a French consul in the United States be submitted with the certificate in English. The two-month limitation of validity also applies in such a case.

-proof of domicile ("justificatifs de domicile"): You will need to bring 2 proofs of domicile in the city of marriage (i.e.: electricity or telephone bills, rent etc.)

-certificat du notaire (if applicable): In addition to the above, if the parties to marriage opt for a prenuptial contract governing their respective properties ("régime du mariage", the French notary preparing the contract will give the couple a certificate ("certificat du notaire") which must be presented to the "mairie" as well).

The Consulate has got statements on Embassy letterhead, explaining that we do not provide the "Certificat de Coutume". You may request this document during notarial hours.

X. OBTAINING FRENCH PUBLIC DOCUMENTS

A. Birth certificate (extrait de naissance)

1. For persons born in France -- from the Office of the Mayor (La Mairie) at the place of birth.

Address for example:

Monsieur le Maire, Bureau de l'Etat-Civil,
Mairie de Boulogne sur Mer,
62200 Boulogne sur Mer, France.

2. For French nationals born in a foreign country

Ministère des Affaires Etrangères,
Direction des Français à l' Etranger Service Central de l'Etat-Civil
11, Rue Maison Blanche, 44000 Nantes - Tel: 02-51-77-30-30

A request for a birth certificate must include:

(a) the applicant's full name at the time of birth; (b) the date and place of birth; (c) father's full name; (d) mother's full name at the time of the applicant's birth, including maiden name. The request must be accompanied by a self-addressed stamped envelope. There is no charge.

B. Death certificate (acte de décès)

Death certificates are obtained from the Office of the Mayor (La Mairie) where the death occurred. The request must include: (a) the full name of the deceased; (b) the date and place where the death occurred. The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a death certificate.

C. Marriage certificate (acte de mariage)

Marriage certificates are obtained from the Office of the Mayor (La Mairie) of the town where the marriage took place. The request must include: (a) the date and place of the marriage; (b) the full names of the two persons involved. The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a marriage certificate.

D. Divorce certificate (acte de divorce)

Divorce certificates are obtained from the Office of the Mayor (La Mairie) where the marriage took place. The request must include: (a) the date of the divorce; (b) the full names of the two persons involved. The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a divorce certificate.

E. Divorce judgement (jugement de divorce)

Divorce judgments are obtained from the "Greffes du Tribunal Civil" where the judgment was pronounced.

Examples of addresses:

Paris:

Monsieur le Greffier,
Tribunal de Grande Instance,
4, Boulevard du Palais, 75001 Paris, France

A town outside Paris:

Cherbourg, for example:

Monsieur le Greffier,
Greffes du Tribunal Civil, 50100 Cherbourg.

The request must include: (a) the date of the divorce; (b) the full names of the two persons involved. The request must be accompanied by a self-addressed stamped envelope. There is no charge for a divorce judgment.

F. Police record (Extrait de casier judiciaire)

Police certificates can be obtained by any person, regardless of nationality, who has resided in France at any time after the age of 15 years. Police certificates can be obtained from:

Service du Casier Judiciaire
107 Rue du Landreau,
44079 Nantes Cedex / Tel: 02-51-77-30-30 or 02-51-77-38-40

The request must include: (a) the applicant's full name and any other names (including maiden) by which he or she has been known; (b) the date and place of birth; (c) the current address in France. There is no charge for a copy of Police Report.

G. Court record

Court records are included in the Police Record (Casier Judiciaire). Copies of court judgments of convictions which have been amnestied are not obtainable.

H. Military record

Military records for the Army and the Air Force (Certificat de Position Militaire) and for the Navy (Etat Signalétique des Services) are available to all male French citizens who have attained the age of majority, whether or not military service has been performed.

Military records for the Army are obtained from:

Direction du Personnel Militaire de l'Armée de Terre,
14, Rue St. Dominique, 75997 Paris Armée

Military records for the Air Force are obtained from:
Direction du Personnel Militaire de l'Armée de l'Air
26, Boulevard Victor, 75996 Paris Armées

Military records for the Navy are obtained from:
Direction du Personnel Militaire de la Marine,
2, Rue Royale, 75200 Paris Naval

There is no charge for a copy of a military record. Military records are not available to persons who are not liable for military service.

I. Apostille

The Hague convention abolishing requirement of legalization for foreign public documents.

APOSTILLE for documents issued in France:

On October 15, 1981, the United States became a party to the Hague Convention abolishing the requirement of Legalization for Foreign Public Documents. The Convention simplifies the procedures of French Documents destined for use in the United States. France is also a party to the convention. French documents legalized by Apostille are also valid in other countries that have signed the Convention.

Documents affected include French Public records (birth, death, marriage certificate, probate documents, Government-certified documents, etc. as well as documents witnessed by French "Notaires" and lawyers. In France, there is no charge for the Apostille, which normally should be ready for pick up in 24 hours.

APOSTILLE INFORMATION:

For Paris Residents, please go to the following office:

PALAIS DE JUSTICE

Service Apostille

Salle des pas perdus (Kiosque accueil)

6, Boulevard du Palais, 75001 Paris.

(Metro : Chatelet / Saint-Michel / Cité)

Tel: 01-44-32-51-37

Hours: 9:30 am-12:00 pm & 2:30-4:00 PM

For those outside of Paris, please go to the Procureur General or the nearest Appeals Court with questions on which documents require certification for recognition in the United States

The Office of American Services continues to perform notarial services for those wishing to execute documents in the presence of a U.S. Consular Officer. The current fee for notarial services per document is \$30 (or the equivalent in euros). Notarials can be done Monday-Friday between 9AM-12PM (closed on French and American holidays). Please bring a passport or other photo ID (passport, "carte d'identité", or driver's Apostille in the U.S.

Apostille for documents issued in the U.S.:

If you have a document which you want legalized for use in another Convention country, the Convention certification called an "apostille" must be affixed to the document by a competent authority. The apostille is a pre-printed form prescribed by the Convention.

PROCEDURE: If you have a document which you want legalized for use in another Convention country, the Convention certification called an "apostille" must be affixed to the

Since the authorities designated by the U.S. to affix the apostille can only attest to the validity of certain seals, it may be necessary for you to obtain some intermediate seals on your document, depending on the origin of the document, before the apostille can be affixed. There is no single U.S. competent authority to issue the Convention apostille. There are different authorities for documents originating in state and local jurisdictions, Federal courts and Federal government agencies. Contact the competent local authority who will affix the certification (apostille) on your document. There follows in appendix A (available in autofax form) of this flyer a chart which summarizes the process and a list of competent authorities. If it is necessary for you to obtain some intermediate seals on your document before obtaining the Convention apostille, consult the appropriate state or federal authority listed.

Hague "Apostille" Authentication Certificate:

Article 7 of the Convention provides for the use of a standardized authentication certificate called an "apostille". A sample apostille certificate is provided in Appendix B of this flyer. The apostille consists of the following: 1) name of country from which the document emanates; 2) name of person signing the document; 3) the capacity in which the person signing the document has acted; 4) in the case of unsigned documents, the name of the authority which has affixed the seal or stamp; 5) place of certification; 6) date of certification; 7) the authority issuing the certificate; 8) number of certificate; 9) seal or stamp of authority issuing certificate; 10) signature of authority issuing certificate.

Fees:

Fees charged by federal and state government authorities listed below were effective January 1, 1997. Please note that fees vary from state to state and are subject to change.

U.S. COMPETENT AUTHORITIES:

Origin of Document/Seal Authority to Affix Apostille

Federal Executive and Authentication Office, U.S.

Administrative Agencies Department of State,

518 23rd St., N.W.,

Washington, D.C. 20520

Tel: (202) 647-5002

Fee: \$5.00

For additional information, call the Federal Information Center: 1-800-688-9889, and choose option 6 after you press 1 for touchtone phones. Walk-in service is available from the Authentications Office from 8 a.m. to 12 noon Monday-Friday, except holidays. Walk-in service is limited to 15 documents per person per day (documents can be multiple

pages). Processing time for authentication requests sent by mail is 5 working days or less.

See also, the State Department Home Page: <http://www.state.gov> (Resources and Services) or [http://www.state.gov/www/about state/infogen.html](http://www.state.gov/www/about_state/infogen.html), page 5.

See also in general, 22 C.F.R. 131.

U.S. Courts Clerks and Deputy Clerks of the Federal Court System. Fee: \$5.00.

For the purposes of the Convention, clerks and deputy clerks of the U.S. Courts shall include the clerks and deputy clerks of the following: The Supreme Court of the United States, the Courts of Appeals for the First through the Eleventh Circuits and the District of Columbia Circuit, the United States District Courts, the United States Court of Claims, the United States

Court of Customs and Patent Appeals, the United States Court of International Trade, the United States District Court for the District of the Canal Zone, the District Court of Guam, the District Court of the Virgin Islands, and the District Court for the Northern Mariana Islands.

States, Territories and Other Jurisdictions:

State Secretary of State or other counterpart (listed below)

STATE AUTHORITIES:

The following state authorities are authorized to issue the Convention "apostille" legalizing state documents:

Alabama:

Office of the Secretary of State, State Capitol, Bainbridge St., Montgomery, AL 36130, 334-242-7205. Fee: \$5.00.

Designated Authority: Secretary of State

Alaska:

Lieutenant Governor, P.O. Box 110015, Juneau, AK 99811, 907-465-3509. Fee: \$2.00.

Designated Authority: Lieutenant Governor; Attorney General; Clerk of the Supreme Court

Arizona:

Office of the Secretary of State, Public Services Department, 7th Floor, 1700 W. Washington, Phoenix, AZ 85007, 602 542- 4086. Fee: \$3.00.

Designated Authority: Secretary of State; Assistant Secretary of State.

Arkansas:

Office of Secretary of State, Notary Division, State Capitol, Little Rock, AR 72201-1094, 501-682-3409. Fee: \$10.00.

Designated Authority: Secretary of State; Chief Deputy Secretary of State.

California:

Office of the Secretary of State, P.O. Box 942877, Sacramento, CA 94277-0001, 916-653-3595. Fee: \$20.00.

Designated Authority: Secretary of State; any Assistant Secretary of State; any Deputy Secretary of State.

Colorado:

Office of Secretary of State, 1560 Broadway, Suite 200, Denver, CO 80202, 303-894-2680. Fee: By Mail: \$2.00. While You Wait: \$17.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Connecticut:

Office of the Secretary of State, Authentications, 30 Trinity St., Hartford, CT 06106, 203-566-5273. Fee: \$20.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Delaware:

Office of Secretary of State, Notary Division, P.O. Box 898, Dover, DE 19903, 302-739-3077; 302-739-3756. Fee: \$10.00.

Designated Authority: Secretary of State; Acting Secretary of State.

District of Columbia:

Office of the Secretary, D.C., Notary Commissions & Authentications Section, 717 14th St. N.W., Suite 230, Washington, D.C. 20005, 202-727-3117. Fee: \$10.00.

Designated Authority: Executive Secretary; Assistant Executive Secretary; Mayor's Special Assistant and Assistant to the Executive Secretary; Secretary of the District of Columbia.

Florida:

Department of State, Bureau of Notaries Public, The Capitol Building, Suite 1801, Tallahassee, FL 32399-0250, 904-413- 9732. Fee: \$10.00.

Designated Authority: Secretary of State

Georgia:

Secretary of State, Notary Division, 2 Martin Luther King Drive, West Tower, Suite 820, Atlanta, GA 30334, 404-656-2899. Fee: \$3.00.

Designated Authority: Secretary of State; Notary Public Division Director.

Hawaii:

Office of the Lieutenant Governor, Box 3226, Honolulu, HI 96802, 808-586-0255. Fee: \$1.00.

Designated Authority: Lieutenant Governor of the State of Hawaii.

Idaho:

Office of Secretary of State, Box 83720, Boise, ID 83720, 208-334-2300. Fee: \$10.00.

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk.

Illinois:

Office of the Secretary of State, Index Department, 111 E. Monroe St., Springfield, IL 62756, 217-782-0646. Fee: \$2.00.

Designated Authority: Secretary of State; Assistant Secretary of State; Deputy Secretary of State.

Indiana:

Office of Secretary of State, Statehouse, Suite 201, Indianapolis, IN 46204, 317-232-6542. Fee: \$0.50.

Designated Authority: Secretary of State; Deputy Secretary of State

Iowa:

Office of Secretary of State, Hoover Office Building, Second Floor, Des Moines, IA 50319, 515-281-5204. Fee: \$5.00.

Designated Authority: Secretary of State; Deputy Secretary of State

Kansas:

Office of Secretary of State, State Capitol, Second Floor, Topeka, KS 66612, 913-296-2744. Fee: \$5.00.

Designated Authority: Secretary of State; Assistant Secretary of State; any Deputy Assistant Secretary of State.

Kentucky:

Office of Secretary of State, Capitol Building, P.O. Box 718, Frankfort, KY 40602-0178, 502-564-7330. Fee: \$5.00.

Designated Authority: Secretary of State; Assistant Secretary of State.

Louisiana:

Office of Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125, 504-342-4981. Fee: \$5.00.

Designated Authority: Secretary of State.

Maine:

Office of Secretary of State, Bureau of Corporations, Elections and Commissions, Statehouse Station 101, Augusta, ME 04333, 207-287-3676. Fee: \$10.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Maryland:

Office of Secretary of State, Statehouse, Annapolis, MD 21401, 410-974-5520. Fee: \$5.00.

Designated Authority: Secretary of State.

Massachusetts:

Deputy Secretary of the Commonwealth for Public Records, Room 1719, Commissions, 1 Ashburton Place, Boston, MA 02108, 617-727-2795. Fee: \$3.00.

Michigan:

Department of State, Office of the Great Seal, Lansing, MI 48918-1750, 517-373-2531. Fee: \$1.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Minnesota:

Secretary of State's Office, 180 State Office Bldg., St. Paul, MN 55155, 612-297-9102. Fee: \$5.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Mississippi:

Office of Secretary of State, P.O. Box 136, Jackson, MS 39205-0136, 601-359-1615. Fee: \$5.00.

Designated Authority: Secretary of State; any Assistant Secretary of State.

Missouri:

Office of Secretary of State, Commission Division, P.O. Box 784, Jefferson City, MO 65102, 314-751-2336. Fee: \$10.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Montana:

Office of Secretary of State, Room 225, Box 202801, State Capitol, Helena, MT 59602, 406-444-5379. Fee: \$2.00.

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Government Affairs Bureau Chief.

Nebraska:

Office of Secretary of State, Notary Division, Room 1303, Box 95104, State Capitol, Lincoln, NE 68509, 402-471-2558. Fee: \$10.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Nevada:

Secretary of State, 101 N. Carson Street, #3, Carson City, NV 89701-4786, 702-687-5203. Fee: \$20.00.

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State.

New Hampshire:

Office of Secretary of State, Statehouse, Room 204, Concord, NH 03301, 603-271-3242. Fee: \$5.00.

Designated Authority: Secretary of State; Deputy Secretary of State

New Jersey:

Department of State, Division of Commission Recording, Notary Section, CN 452, Trenton, NJ 08625, 609-530-6421. Fee: Regular Service: \$25.00. Expedited Service: \$35.00.

Designated Authority: Secretary of State; Assistant Secretary of State

New Mexico:

Office of the Secretary of State, State Capitol Building, Room 421, Santa Fe, NM 87503, 505-827-3600. Fee: \$3.00.

Designated Authority: Secretary of State.

New York:

Upstate Counties: Miscellaneous Records, 162 Washington Ave., Albany, NY 12231, 518-474-4770. Fee: \$10.00.

Designated Authority: Secretary of State; Executive Deputy Secretary of State; any Deputy Secretary of State; any Special Deputy Secretary of State.

Down State Counties: New York authorities in Albany advise that documents issued in the nine down state counties are authenticated under the Convention by the New York City office. The nine down state counties are New York, Kings, Queens, Bronx, Westchester, Nassau, Suffolk, Rockland and Richmond. The address of the New York Department of State, Certification Unit is 6th Floor, 270 Broadway, New York, New York 10007, tel: 212-417-5684. Fee: \$10.00.

North Carolina:

Office of Secretary of State, Authentication Division, 300 N. Salisbury Street, Raleigh, N.C. 27603-5909, 919-733-4129. Fee: \$6.25.

Designated Authority: Secretary of State; Deputy Secretary of State

North Dakota:

Office of Secretary of State, Capitol Building, Bismarck, ND 58505, 701-328-2900. Fee: \$10.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Ohio:

Office of the Secretary of State, 30 East Broad St., 14th Fl., Columbus, OH 43266-0418, 614-466-2585. Fee: \$5.00.

Designated Authority: Secretary of State; Assistant Secretary of State.

Oklahoma:

Office of Secretary of State, 2300 N. Lincoln, Room 101, Oklahoma City, OK 73105, 405-521-4211. Fee: \$25.00 (cashiers check or money order).

Designated Authority: Secretary of State; Assistant Secretary of State; Budget Officer of the Secretary of State.

Oregon:

Office of Secretary of State, 255 Capitol St., Suite 151, Salem OR 97310, 503-986-2200. Fee: \$10.00.

Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State.

Pennsylvania:

Department of State, Bureau of Commissions, Elections and Legislation, North Office Building, Room 304, Harrisburg, PA 17120, 717-787-5280. Fee: \$15.00.

Designated Authority: Secretary of the Commonwealth; Executive Deputy Secretary of the Commonwealth.

Rhode Island:

Office of Secretary of State, Notary Division, 100 N. Main St., Providence, RI 02903, 401-277-1487. Fee: \$5.00.

Designated Authority: Secretary of State; First Deputy Secretary of State; Second Deputy Secretary of State

South Carolina:

Office of Secretary of State, P.O. Box 11350, Columbia, SC 29211, 803-734-2119. Fee: \$2.00.

Designated Authority: Secretary of State

South Dakota:

Office of Secretary of State, 500 East Capitol, Pierre, SD 57501-5077, 605-773-5004.

Fee: \$2.00.

Designated Authority: Secretary of State; Deputy Secretary of State

Tennessee:

Office of Secretary of State, James K. Polk Building, 18th Floor, Nashville, TN 37243-0306, 615-741-3699. Fee: \$2.00.

Designated Authority: Secretary of State.

Texas:

Office of Secretary of State, P.O. Box 12079, Austin, TX 78711, 512-463-5705. Fee: \$10.00.

Designated Authority: Secretary of State; Assistant Secretary of State

Utah:

Office of the Lieutenant Governor, State Capitol, Room 203, Salt Lake City, UT 84145-8414, 801-538-1040. Fee: Certifying Notary's Seal: \$10.00. Apostille: \$5.00.

Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant.

Vermont:

Office of Secretary of State, 109 State St., Montpelier, VT 05609-1103, 802-828-2308. Fee: \$2.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

Virginia:

Office of Secretary of Commonwealth, Authentications Division, P.O. Box 2454, Richmond, VA 23219, 804-786-2441. Fee: \$10.00.

Designated Authority: Secretary of the Commonwealth; Chief Clerk, Office of the Secretary of Commonwealth.

Washington:

Department of Licensing, Business and Professions Division, Notary Section, P.O. Box 9027, Olympia, WA 98507-9027, 360-586-4575. Fee: \$15.00.

Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.

West Virginia:

Office of Secretary of State, 1900 Kanawha Blvd. East, Capitol Building, No. 157-K, Charleston, WV 25305-0770, 304-558- 6000. Fee: \$5.00.

Designated Authority: Secretary of State; Under Secretary of State; any Deputy Secretary of State.

Wisconsin:

Office of Secretary of State, P.O. Box 7848, Madison, WI 53707-7848, 608-266-5503. Fee: \$5.00.

Designated Authority: Secretary of State; Assistant Secretary of State.

Wyoming:

Office of Secretary of State, The Capitol, Cheyenne, WY 82002-0020, 307-777-5342. Fee: \$3.00.

Designated Authority: Secretary of State; Deputy Secretary of State.

American Samoa:

Office of the Governor, Pago Pago, AS 96799, 011-684-633-4116.

Designated Authority: Secretary of American Samoa; Attorney General of American Samoa.

Guam (Territory of):

Office of the Governor, P.O. Box 2950, Agana, GU 96910, 011-671-472-1537.

Designated Authority: Director, Department of Administration; Acting Director, Department of Administration; Deputy Director, Department of Administration; Acting Deputy Director, Department of Administration.

Northern Mariana Islands (Commonwealth of the):

Designated Authority: Attorney General; Acting Attorney General; Clerk of the Court, Commonwealth Trial Court; Deputy Clerk, Commonwealth Trial Court

Puerto Rico (Commonwealth of):

Office of the Secretary of State, Department of State, Box 3271, San Juan, PR 00902-3271, 809-723-4334.

Designated Authority: Under Secretary of State; Assistant Secretary of State for External Affairs; Assistant Secretary of State; Chief, Certifications Office; Director, Office of Protocol.

U.S. Virgin Islands:

Office of the Lieutenant Governor, 7 & 8 King St., Christiansted, St. Croix, USVI 00802, 809-774-2991. No authority designated; refer requests to the U.S. Department of State, Authentications Office, 2400 M St. N.W., Washington, D.C. 20520, (202) 647-5002.

J. The Prefectures and Sous-Prefectures

The Préfecture is the building which houses the various department's responsible for civil administration in a given département. Each département is broken down for administrative purposes into arrondissements (districts). The Sous-Préfecture is the building which offers the same services at district level.

THEIR MISSION

□ The préfet, "represents the Government and is responsible for national interests, administrative control and respect of the law" (taken from article 72 of the Constitution of October 4th 1958).

□ The préfetures and the sous-préfetures are Home Office Departments and can be considered as "real houses of the State". They also provide support for the Préfet both in

the carrying out of his inter-ministerial duties and in setting in motion different State departmental policies :

- Safety in all its different forms, working hand in hand with the Police Department, the Gendarmerie, and the Fire and Ambulance Services,
- Citizenship, laws, rules and regulations and the guarantee of civil liberties :
to organise elections, to issue official documents (such as identity cards, passports, driving licences, motor vehicle registrations, residence permits...). The préfecture provides services to more people than any other State department.
- Relations with local communities (collectivités) : providing legal and financial advice, checking on respect of the law, and financial control and monitoring, but also working in partnership with local authorities on the implementation of public policy decisions.

Préfectures in the district:

Brittany:

Préfecture de la region Bretagne
3, rue Martenot, 35065 Rennes Cedex 9
tel: 02.99.02.10.35 fax: 02.99.02.17.80
e-mail: sgar.bretagne@wanadoo.fr

Préfecture d'Ille-et-Vilaine
3, avenue de la Préfecture, 35026 Rennes Cedex 9
tel: 02.99.02.10.35 fax: 02.99.02.10.15
e-mail: contact@ille-et-vilaine.pref.gouv.fr

Préfecture des Côtes d'Armor
11, place du Général de Gaulle 22000 Saint Brieuc
tel: 02.96.62.44.22

Préfecture du Finistère
40-42, boulevard Dupleix 29320 Quimper
tel: 02.98.76.29.29 fax: 02.98.52.09.47

Préfecture du Morbihan
Place du Général de Gaulle 56019 Vannes Cedex
tel: 02.97.54.84.00 fax: 02.97.42.59.45

Loire region:

Préfecture de la Loire-Atlantique
Quai Ceineray 44035 Nantes Cedex
tel: 02.40.41.20.20 fax: 02.40.41.20.25

Préfecture de Maine-et-Loire
Mail de la Préfecture 49034 Angers
tel: 02.41.81.81.81 fax: 02.41.88.04.63

Préfecture de la Mayenne
43, rue Mazagran BP 1507, 530154 Laval Cedex
tel: 02.43.01.50.00 fax: 02.43.56.72.85

Préfecture de la Sarthe
Place Aristide Briand 72041 Le Mans
tel: 04.43.39.72.72 fax: 02.43.28.24.09 website: www.sarthe.pref.gouv.fr

Préfecture de Vendée
29, rue Delille 85022 La Roche-sur-Yon
tel: 02.51.36.70.85 fax: 02.51.05.51.38 website: www.vendee.pref.gouv.fr

Lower Normandy:

Préfecture du Calvados
rue Saint-Laurent 14038 Caen
tel: 02.31.30.64.00 fax: 02.31.50.22.67 website: www.calvados.pref.gouv.fr

Préfecture de la Manche
Place de la Préfecture 50009 Saint-Lô
tel: 02.33.06.5050 fax: 02.33.57.36.66 website: www.manche.pref.gouv.fr

Préfecture de l'Orne
39, rue Saint-Blaise BP 529 61018 Alençon
tel: 02.33.80.61.61 fax: 02.33.80.61.65 website: www.orne.pref.gouv.fr

XI. LOST AND FOUND PROPERTY

A. How to make a police record

All thefts and major losses should be reported to the police as soon as possible. Each of Paris' twenty districts (arrondissements) has three or four police stations (commissariats); train stations also have one. You should go to the one which has jurisdiction over the area where the theft or loss occurred unless you were robbed in the subway. In that case, you can go to any police station, including the one located near the American Embassy, at 31, rue d'Anjou, 75008 Paris. The police will give you a *Recepisse de Declaration de Perte ou de Vol* (receipt for declaration of loss or theft). If you have lost your passport, identification documents and other papers as well as personal effects, you will receive separate receipts, one for your papers (*pieces d'identité*) and one for your valuables. The report must be made in person. The police will not accept a report by telephone or from someone else on your behalf. Most police stations have English-speaking personnel; if you have difficulty making yourself understood in English, call the Embassy's Office of American Services (Tel: 01-4312-4518 or 01-4312-4501) for assistance in interpreting by telephone. While it is unlikely that the thieves will be arrested as a result, it is important that you report thefts to the police. The police receipt is helpful and sometimes necessary in applying for the replacement of airline tickets, INTERAIL passes, passports, traveler checks, etc. It is also useful for supporting insurance claims.

B. Airline ticket

Report the loss or theft immediately to the Paris office of the airline. It is left to the discretion of each airline whether or not to replace a ticket. In any case, replacement tickets are issued only after verification of the initial purchase of the ticket has been obtained by telex from the airline's home office.

AIR FRANCE 119 av. des Champs Elysées, 75008 Paris Tel: 0802-802-802

AMERICAN AIRLINES 109 rue du Fbg St-Honoré, 75008 Paris Tel: 01-6932-7307

CONTINENTAL AIRLINES 92 av. des Champs-Elysées, 75008 Paris Tel: 01-4299-0909

DELTA AIRLINES 4 rue Scribe, 75009 Paris Tel: 01-4768-9292

NORTHWEST AIRLINES 16 rue Chauveau Legarde, 75008 Paris Tel: 01-4266-9000

TOWER AIR 20 rue Royale, 75008 Paris Tel: 01-5504-8080

UNITED AIRLINES 106 blvd Haussmann, 75008 Paris Tel: 08-01-727272

US-AIRWAYS 109 rue du Faubourg St-Honoré, 75008 Paris Tel: 01-4910-2900

TWA Office located in London since July 1998 Tel: 0801-892-892

C. Driver's licence

The Consulate is not authorized to replace expired, lost or stolen U.S. driver's licenses. Only the issuing office (Department of Motor Vehicles) in the driver's home state can perform that service. If you have lost your driver's license or had it stolen in France, you should report it to the French police.

INTERNATIONAL DRIVING PERMIT: Applications for replacement of lost, stolen or expired International Driving Permits obtained in the United States have to be made to the American Automobile Association, World Wide Travel Department, 1000 A A A Drive Heathrow, FL 32746-5063. Replacements cannot be issued in France.

D. International Student Card

Lost or stolen International Student Identity Cards may be reissued in Paris by the CIEE, Council Travel Services, Voyages Educatifs, 1 Place de l'Odéon, 75006 Paris, Tel: 01-4441-8989.

EURAIL PASS: If lost or stolen in France, it cannot be replaced. For information, please contact the French Railways Ltd., Service International, Gare de Paris Saint-Lazare, 13 rue d'Amsterdam, 75008 Paris, Tel: 01- 53-42-73-13 or 01-53-42-00-00.

E. Credit Card

Notify the Paris office of the issuing firm immediately.

AMERICAN EXPRESS

Notify AMEXCO, Regional Refund Center, 11 rue Scribe, 75009 Paris, Tel: 01- 47-77-77-77. Office hours: 9:00 a.m. to 5:30 p.m., Monday through Friday. A toll-free number is available 24 hours a day - 0800-90-86-00. For AMEX members: contact the travel incidents services at 01-4777 7000

BANK OF AMERICA

Theft or loss of Bank of America checks can be reported to Credit Commercial de France, 115 Av. des Champs Elysées, 75008 Paris, Tel: **01-40-70-70-40**.

Hours: Monday through Saturday: 8:30 a.m. to 8:00 p.m. & Sunday 10.00 to 6.00, Metro station George V.

Bankamericard (VISA)

0800.90.2033 or 08-3669-0880 24 H a day for Loss or theft

DINERS CLUB

Diners Club de France, 52 rue Lafayette, 75009 Paris

Tel: 01-4906-1717

9:00 AM/6:00 PM

Monday through Friday

9:00 AM/1:00PM on Saturday

MASTER CARD

Eurocard France, 16 rue Lecourbe, 75015 Paris /

Tel: 01.4567.8484

To notify the bank in the U.S., Tel: 01.43.23.20.76 Toll-free number for MasterCard Global Service: 0800-90-1387

24 hour service 7 days a week

CIRRUS, PLUS, VISA, or MASTERCARD Tel: 08-3669-0880 24 hour service

BARCLAYS

In Paris call collect (415) 574-7111. You will reach the Visa travelers

Services in the U.S. which will give you appropriate instructions for refund. To call collect, dial 0800-99-00-11 to get AT&T operator. You can then proceed to Barclays, 21 rue Lafitte , 75009 Paris, Tel: 0800-906248.

Office hours: 9:00 a.m. to 4:30 p.m., Monday through Friday.

CITICORP

In Paris call CITIPHONE BANKING at 01-49-05-49-05 24 hours a day. OR go straight to Compagnie Générale de Banque Citibank, 125 Av. Champs Elysées, 75008 Paris.

Office hours: 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m., Monday through Friday.

THOMAS COOK

Notify Thomas Cook, 8 rue Bellini, 75016 Paris, Tel: 01-47-55-52-52. Hours: 9:00 a.m. to 5:30 p.m., Monday through Friday. If more convenient, you can report the loss or theft of your travelers checks by calling collect the 24 hour refund service at Thomas Cook, Peterborough, England, Tel: 0800-90-83-30. VISA In Paris call 0800-90-14-24 (Toll-Free) or call collect (415) 574-7111. To call collect, dial 0800-99-00-11 for an AT&T operator.

Office hours: 10:00 a.m. to 9:00 p.m., Monday through Saturday.

XII. LEGAL SERVICES

A. Retaining an attorney

The following guidelines may be helpful to you in retaining the services of an attorney abroad to protect your interest.

Selecting an Attorney

It is wise to contact several attorneys, briefly describing the nature of the services you desire. Before deciding which attorney to employ, ask for a written schedule of fees generally charged for the services you need. Be sure to ask whether the attorney is fluent in English. Do not turn over documents or funds until you are certain that the attorney fully understands your legal needs and is willing to handle your case.

Barristers and Solicitors

In some foreign cities, districts, or provinces it may be necessary to retain the services of both a solicitor and a barrister. In such jurisdictions, barristers are allowed to appear in court, including trial courts and higher courts of appeal or other courts. Solicitors are allowed to advise clients and sometimes represent them in the lower courts. They may also prepare cases for barristers to try in the higher courts.

Notaries Public, “Notaries” and “Huissiers”:

In some foreign countries, notaries public, “notaries” and “huissiers” can perform many of the functions performed by attorneys in the United States. Foreign notaries frequently draft instruments, wills and conveyances. In some countries a notary is a public official, appointed by the Ministry of Justice, whose functions include not only the preparation of documents, but the administration and settlement of estates. Such notaries serve as repositories for wills and are empowered to serve legal documents. In some countries the “huissiers” serve documents. They are not lawyers but are very specialized members of the legal profession. They may not plead cases in court.

Assistance of the U.S. Embassy or Consulate

Should your communication with a foreign attorney prove unsatisfactory, a U.S. consular officer may, if appropriate, communicate with the attorney on your behalf. In addition, complaints against foreign attorneys whose names appear on the list can result in the removal of their names from the list.

Coordination with Counsel in the United States

American attorneys may not be in a position to represent your interests abroad, particularly because they will not be permitted to participate in foreign court proceedings under the laws of the foreign country. American attorneys experienced in international procedure may be helpful in explaining the complex international issues involved in your case and some may have associates or partners abroad to whom they can refer you.

Legal Aid Association:

There may be facilities in the foreign country for low cost or free legal services. If the information about such assistance is not included in the list of attorneys, ask the local bar association or the Ministry of Justice about the availability of legal aid.

How to Deal With Your Foreign Attorney

- Find out the attorney's qualifications and experience.
- Find out how the attorney plans to represent you. Ask specific questions and expect the attorney to explain the legal process in the country concerned, as well as the legal activities planned on your behalf, in language that you can understand. Have your attorney analyze your case, giving you the positive and negative aspects and probable outcome. Be honest with your attorney. Tell the attorney every relevant fact in order to get the best representation of your interests. Do not fail to ask how much time the attorney anticipates the case may take to complete.
- Find out what fees the attorney, "notaire" or "huissier" charge and what fees are expected, "Notaires" and "huissiers" are usually government officials who must charge fees established by their governments. Some attorneys expect payment in advance; some demand payment after each action taken, refusing to proceed until they are paid. Others may take the case on a percentage basis, collecting a pre-arranged percentage of the monies awarded by a foreign court.
- Ask that your attorney keep you advised of the progress of your case according to a pre-established schedule. Remember your responsibility keep your attorney informed of any new developments in your case. Request copies of all letters and documents prepared on your behalf.
- Do not expect your attorney to give a simple answer to a complex legal problem.
- Be sure you understand the technical language contained in any contract or other legal document prepared by your attorney.

NOTE: In some countries the court recess for a period of several months during the summer. In addition, even if the case is resolved, currency control laws are often complex and may delay the transfer of funds awarded to you from the foreign country for an indefinite time.

Assistance of the Department of State

If you have additional questions, contact the appropriate division of the Office of Citizens

- Service, Room 4817, Department of State, Washington, D.C. 20520.
- Europe and Canada Division, (202) 647-3445
- Inter-American Division, (202) 647-3712
- East Asia and Pacific Division, (202) 67-3675
- African Division, (202) 647-4994
- Near East and South Asia Division, (202) 647-3926

Complaints Against Foreign Attorneys : If the service of your foreign attorney proves unsatisfactory, in addition to notifying the Department of State and the U.S. embassy or consulate abroad, you may address your complaints to the local foreign bar association.

B. English-speaking attorneys

CALVADOS

-Bertrand Bruneau de la Salle and Maryvonne Pouchin Rebmann, 29, rue Ecuyère, B.P 93, 14014 Caen Cedex / Tel: 02 31 86 39 26 / Fax: 02 31 86 68 98 / Civil, commercial, maritime, estates and divorce law. / Universities of Caen; Paris and Caen Bars.

-Alain Hervieu, 15, rue de Bayeux, 14000 Caen / Tel: 02 31 85 49 14 / Fax: 02 31 86 52 72 / General practice, labor law. / University of Caen, Caen Bar.

-Sylvie Panetier(N), 48, rue Caponiere. 14000 Caen / Tel: 02 31 85 52 16 / Fax: 02 31 85 97 49 / Civil, criminal law. / Universities of Caen and Paris, Caen Bar.

COTES-D'ARMOR

-Rita de La Hitte, 4, rue Michel Geistdoerfer, 22100 Dinan / Tel: 02 96 39 83 17 / Fax: 02 96 39 85 11 / Civil liability, liability out of contract, insurance law, social security law. / University of Orléans, Dinan Bar.

ILLE-ET-VILAINE

- Bernard Lamon, 1C, allée Ermengarde d'Anjou CS 40824, 35108 Rennes / 02 99 85 98 80 / Fax : 02 99 85 98 89 / International and Business Law / Universities of Rennes and Exeter

- Colette Loas-Ollivro, 6, rue Saint-Vincent, B.P. 97, 35412 Saint Malo Cedex / Tel: 02 99.40.51.51. /Fax: 02 99.56.16.14. Civil law, family law, insurance and labor, criminal law. / University of Rennes, Dinan and Saint-Malo, Bars.

-Hervé Rouzaud-Leboeuf, 1, rue Bonne Nouvelle BP 60621, 35106 Rennes / Tel : 02 99 27 43 42 / Fax : 02 99 27 42 39 / International Criminal Law

- Jean-Michel Sourdin, 2, place Chateaubriand, 35400 Saint-Malo / Tel: 02 99 40 58 67 / Fax: 02 99 40 14 85 / Business, insurance law, family law. / University of Rennes, Paris and St Malo Bars

LOIRE-ATLANTIQUE

-Etienne Rosenthal. 22 rue Racine, 44000 Nantes, Tel: 02 51 84 00 84 / Fax: 02 51 84 19 00 / Universities of Nantes and Paris

MAINE-ET-LOIRE

- Jean-Noël Bouillaud, 3, rue Pierre Lise, 49100 Angers / Tel: 02 41 18 01 25 / Fax: 02 41 18 08 47, e-mail: jnb@jnb-angers.avocat.fr

-Maryvonne Chanteux-Bui and Patrice Piednoir (N), 10, rue Chaussee St Pierre, 49100 Angers / Tel: 02 41 88 53 01 / Fax: 02 41 88 83 36 / General practice / University of Paris; Angers Bar.e-mail: SCP-chanteux@wanadoo.fr

- Laurence Charvoz, 2Bis, rue Montauban, 49100 Angers / Tel: 02 41 88 72 72 / Fax: 02 41 20 98 16
- Société d'Avocats Cappato-Gaudré, 67, rue Larévellière, 49100 Angers / Tel: 02 41 87 11 90 / Fax: 02 41 87 09 86
- Régine Gaudre, 24, rue d'Orgemont, 49100 Angers / Tel: 02 41 91 45 22 / Fax: 02 41 91 45 23
- Philippe Goupille, 9, rue René Hersen – BatC Le Bocage, 49240 Avrille / Tel: 02 41 34 65 15 / Fax: 02 41 34 62 39
- Alain Laforgue, 8, rue Saint Maurille, 49100 Angers / Tel: 02 41 87 09 26 / Fax: 01 41 88 01 70 / Commercial and trade law. / University of Tours; Paris and Angers Bars.
- SCPA Beucher et Associates, 4, rue du Quinconce, B.P. 2307, 49100 Angers / Tel: 02 41 25 32 60 / Fax: 02 41 25 32 70 / General practice, tax law.

MAYENNE

-Alain De La Bretesche, 23, rue du Hameau, B.P. 725, 53007 Laval Cedex /Tel: 02 43 49 20 62 /Fax: 02 43 56 84 54 / Social, public, family law. / University of Rennes, Laval Bar./ e-mail: la.bretesche@dial.oleane.com

MORBIHAN

-René-Marie Bouin(N), 9, place de la Republique, C.P. 33913, 56039 Vannes Cedex / Tel: 02.97.47.32.35. / Fax: 02-97.47.62.54. - Commercial field, criminal and business. / - University of Paris, Vannes Bar.

-Alain Guilloux(N), 6, rue Monseigneur Tréhiou, 56000 Vannes / Tel: 02 97 40 40 75 / Fax: 02 97 40 51 31 / Criminal trials, civil law. / University of Paris, Paris and Vannes Bars.

-Isabelle Laroze Le Portz(N), 36, bd Résistance, 56000 Vannes / Tel: 02 97 63 71 71 / Business, trade, civil, labor, trademarks law. / Universities of Paris and London, Paris Bar.

ORNE

-Alain Lemonnier, 53, rue de Bretagne, 61000 Alençon / Tel: 02-33.82.30.50 / Fax: 02-33.32.11.81 Civil, commercial and criminal law. / Universities of Caen and New York; Alençon Bar.

SARTHE

- Anne De Luca Pericat, 14, avenue Pierre Mendès France, Résidence Le Palais, 72000 Le Mans / Tel: 02 43 23 65 68 / Fax: 02 43 23 66 59

-Pierre Landry, 7, avenue François Mitterrand, 72000 Le Mans / Tel: 02 43 28 98 40 / Fax: 02 43 24 31 76

-Veronique Le Meur-Baudry, 10, rue Arènes, 72000 Le Mans / Tel: 02 43 54 04 30 / Fax: 02 43 54 04 31 / Business and corporate law (including consumer law), European law, International private law, environmental law. / University of Poitiers; Le Mans Bar.

- Claude Plaisant, 35, rue Auvray, 72000 Le Mans / 02 43 28 47 65 / Fax: 02 43 23 76 64

- Mickaëlle Verdier, 7, avenue François Mitterrand, 72000 Le Mans / Tel: 02 43 24 88 00 / Fax: 02 43 24 06 96

VENDEE

-Raoul Mestre, 66 boulevard Aristide Briand, 85000 La Roche-Sur-Yon / Tel: 02 51 47 95 13 / Fax: 02 51 62 54 00 / Commercial law, fiscal law, debts. / University of Paris, Paris and La Roche-Sur-Yon Bars.

XIII. MEDICAL SERVICES AND HEALTH INSURANCE

A- Social Security and Health Insurance

The social security system

The French social welfare system enables all salaried employees, whether French or foreign, to benefit from the social security scheme's coverage of the cost of health care resulting from illness and accidents. The financing of these benefits is mainly provided by contributions made by both the employee and the employer.

If you are a salaried employee, you are compulsorily incorporated into the social security system and affiliated to the Caisse Primaire d'Assurance Maladie (CPAM), the French social security office deals with medical insurance, of your place of residence. Your contributions are paid automatically. When you join the system you will be allocated a social security number and given a *carte d'assuré social*, or *carte vitale*, a card given to all those who pay social security contributions. These will permit the reimbursement of those health care expenses incurred both by yourself and other eligible family members, i.e. your spouse or partner, and dependent children aged under 16 years old (under 20 years old if they are students). After a month in France, all you have to do is to go to the Caisse Primaire d'Assurance Maladie (CPAM) to provide proof of your entitlement to social security by bringing with you evidence, such as a payslip, of having worked at least 60 hours during the month.

If you are a grand holder or if you are in receipt of benefits and allowances, you are not considered as being a salaried worker in France and so you must take out personal insurance or else prove you are insured in your home country. You can also ask to be voluntarily incorporated into the French social security system by applying for Universal Health Coverage.

Researchers who are not salaried employees but who are continuing their studies benefit from the student social security until the age of 28, after which they can be directly affiliated to the Universal Health Coverage.

Universal Health Coverage (UHC)

The ones who apply, because they are not salaried employees, are not covered by the state health insurance scheme against the risk of illness, have access to the Universal Health Coverage. The basic UHC entitles you to the health insurance and maternity benefits and allowances, e.g. reimbursement of health care treatment and medicines, the social security general scheme (which applies to salaried employees).

The Universal Health Coverage's basic cover is free if the claimant's income is below an annual income limit of €6.721 per taxable household. It is open to any foreigner who has lived on a regular and uninterrupted basis in France for at least 3 months, and who is not entitled to any other form of health insurance. A residence permit (*carte de séjour*) or a receipt proving that a residence permit has been applied for are essential when claiming a UHC as is a long stay visa for the citizens of the countries who are not members of the European Union.

Furthermore, the applicant, and other eligible family members, must not be attached to any other social protection system, e.g. in their home country. The claim for the basic UHC, including both the researcher and his eligible family members, must be made at the Caisse Primaire d'Assurance Maladie (CPAM).

E-mail: www.rennes.ameli.fr or www.cpam-rennes.fr

CPAM Côtes d'Armor

106 bd Hoche – 22000 Saint Brieuc Cedex 1

Tel: 0820 904 179

CPAM Finistère

Rue Savoie – 29282 Brest Cedex 2

Tel: 0820 904 198

CPAM Ille et Vilaine

Cours des allies BP 34 A – 35024 Rennes Cedex 9

Tel: 0820 904 174

CPAM Loire Atlantique

9, rue Gaëtan Rondeau – 44958 Nantes Cedex 9

Tel: 0820 904 187

CPAM Maine et Loire

32, rue Louis Gain – 49937 Angers Cedex 9

Tel: 0820 904 158

CPAM Manche

Montée Bois André – 50012 Saint Lô Cedex

Tel: 0820 904 178

CPAM Mayenne

37, bd Montmorency – 53084 Laval Cedex 9

Tel: 0820 904 137

CPAM Morbihan

37, bd Paix BP330 – 56018 Vannes Cedex

Tel: 0820 904 149

CPAM Orne

34, place Gén Bonet – 61012 Alençon

Tel: 0820 904 161

CPAM Sarthe

178, av Bollée – 72000 Le Mans

Tel: 0820 904 172

CPAM Vendée

61, rue Alain – 85931 La Roche sur Yon Cedex

Tel: 0820 904 159

Supplementary health insurance

The French social security does not generally reimburse all the costs of health care. On average about 70% of the costs are reimbursed. This is why it is strongly advised – but not compulsory – to contribute to a supplementary health insurance scheme, which will pay the non-reimbursable part (the 30% left).

There are many such supplementary health insurances that offer policy plans to cover the more or less complete reimbursement of those health care costs, that are the insured person's responsibility, as well as certain treatments and appliances which are reimbursed at a very low rate, or perhaps not even reimbursed at all, by the social security, e.g. vaccinations, glasses and dental prostheses.

B- Access to the health care

Doctors and Drug Stores

In France, you can choose your own doctor. However a recent health insurance reform has made it compulsory to choose a family doctor whose role is to coordinate the various consultations and examinations necessary when dealing with your health. The family doctor can be a general practitioner or a specialist dealing with specific diseases or with various parts of the body. In case of a health problem it is the family doctor that you should consult first, and according to your health problem he will be able to refer you to the health professional best suited to treat your condition.

In France drugs can only be brought in drug stores and the pharmacists are able to give advice as to what medicines you need to take in specific cases.

In case of an emergency at night, on weekend days or on public holidays, you can call a duty doctor

Hospitalization

The French hospital system is made up of both public and private hospitals. Public hospitals are under local authority control, private non-profit hospitals have the status of non-profit-making associations.

The non-profit public hospitals service guarantees equality of access to all medical treatment and provides continuity of services/ emergency services.

The patient who has to stay over a month in a public hospital or in a private convention clinic (that has signed an agreement with the Ministry of Social Security, receives a reimbursement of 80% of hospital expenses incurred during the first month of the hospitalization. These expenses are reimbursed at a rate of 100% after the first month..

Reimbursement of health-care expenses

Medical expenses must first be paid by the patient, who is then reimbursed within a period of 2 to 4 weeks, by the health insurance scheme. The patient is asked to pay a non-reimbursable amount of 1 euro for each medical procedure performed. However, those patients entitled to the Universal Health Coverage are exempt from the prior payment of their medical expenses.

The basic charge for a consultation with a general practitioner is 20 euros, but charges are higher if the doctor is called out to make a home visit, at night, on Sundays, or on a public holiday.

Only drugs obtained with a doctor's prescription (document issued by the doctor and which is given to the pharmacist) can be reimbursed. The reimbursement rate varies according to the medicines prescribed and dispensed.

The costs of inpatient hospital treatment are partly reimbursed by the social security system at rates varying from 80% to 100%, depending on the reason for hospitalization and the seriousness of the illness. Accommodation expenses of a fixed rate of 13 euros a day are reimbursed provided the patient has contributed to a certain supplementary health insurance. For the payment of treatment, hospitals apply the expenses not reimbursed by the social security system, the so-called *ticket modérateur*, is billed to the patient. However, this sum is then reimbursed by the patient's supplementary health insurance.

C. Emergency numbers

SAMU 15

In France, SAMU is the national emergency organization. It has a 24-hour service and gives medical assistance for all medical emergencies. Its ambulances are manned by teams of trained personnel, and are equipped with emergency equipment for any cardiac or respiratory resuscitation. For less critical medical emergencies, call SOS Medecins.

POLICE 17

FIRE DEPARTMENT 18

Sida Info Service	0800 840 400 (gratuit)
Drogue Alcool Tabac Info Service	0800 23 13 13 (gratuit)
Accueil Sans Abri	115
Allo Enfance Maltraitee	119

ILLE ET VILAINE (RENNES)

Centre anti-poison Rennes	02 99 59 22 22
SOS Amities	02 99 59 71 71
SOS Medecins	02 99 53 06 06
Pharmacie	02 23 45 04 04 (02 99 65 00 22 after 8pm on week-ends and after 10pm during the week)

LOIRE REGION (NANTES)

Gendarmerie Nantes Lafayette	02 40 48 79 77
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Centre anti-poison Angers	02 41 48 21 21
SOS Amities	02 40 04 04 04
SOS Medecins	02 40 50 30 30

LOWER NORMANDY (CAEN)

Gendarmerie	02 31 38 41 30
Centre anti-poison Rouen	02 35 88 44 00
SOS Amities	02 31 44 89 89
SOS Medecins	0810 33 24 24

D. English speaking doctors

ILLE ET VILAINE

Dr Mac Nary Dennis Gérald : 9, rue de la Libération, 35290 Gael 02 99 07 72 13

Dr Frédérique Gardant : 47, rue Legraverend, 35000 Rennes 02 99 67 67 33

Hopital Ponchaillou : 2, rue Henri Le Guilloux, 35033 Rennes 02 99 28 42 83

Departement de chirurgie viscerale : **Jean-Pierre Campion, Karim Boudjema**

Laboratoire des services d'urgence et de reanimation : **Isabelle Morel, Alain Feuillu**

Laboratoire de pharmacologie : **Herve Allain, Eric Bellissant, Daniel Bentue-Ferrer, Olivier Tribut, Elisabeth Polard**

Service d'ophtalmologie : **Jean-françois Charlin, Jerome Gregory, Antoine Catier, Dominique Baudet**

Departement d'anatomie et cytologie pathologiques : **Bruno Turlin, François Le Gall, Nathalie Rioux-Leclerc, Nathalie Heresbach-Le Berre**

Service des maladies du foie : **Yves Deugnier, Dominique Guyader, Michel Messner, Romain Moirand**

Service de pneumologie : **Philippe Delaval, Benoit Desrues, Herve Lena, Chantal Belleguic**

Service de chirurgie orthopedique, traumatologique et reparatrice : **Thierry Dreano, Frantz Langlais, Herve Thomazeau**

Service d'accueil et de traitement des urgences : **Jean-Christophe Lambotte**

Service d'hematologie clinique : **Thierry Lamy de la Chapelle, Marc Bernard**

Departement d'information medicale : **Pierre Le Beux, Anita Burgun**

Service d'oto-rhino-laryngologie et de chirurgie maxillo-faciale : Benoit Godey, Bernard Cadre, Guy Le Clech

Service de pathologie et chirurgie buccale : Gerard Bader, Patrick Limbor, Olivier Delanoue, Sophie Lejeune, Hedi Romdane

Laboratoire de genetique moleculaire et hormonologique : Veronique David, Anne-Marie Jouanolle, Catherine Massard, Christele Dubourg, Patricia Fergelot

Service de pharmacie HS : Gwenaelle Burgot

Departement de medecine de l'enfant et de l'adolescent : Pierre Betremieux, Alain Bechee, Patrick Pladys

Laboratoire de parasitologie-mycologie : Jean-Pierre Gangneux

Service de neurochirurgie : Gilles Brassier, Xavier Morandi, Eric Seigneuret

Chirurgie thoracique et neuro-vasculaire : Thierry Langanay

Service d'urologie : Andrea Manunta, Bernard Lobel, Jean-Jacques Patard, Sebastien Vincendeau, Alexandro Rodriguez

Service de radiologie : Jean-François Heautot

CALVADOS

Dr Debelle Stephane et Villechalane Pascal : 2, avenue du 6 juin 14000 Caen
02 31 50 33 33

FINISTERE

Dr Eric Wallegghem, gynécologue : CHU Quimper-Concarneau, 14 bis, avenue Yves Thépot BP 1757 29107 Quimper Cedex
02 98 52 61 05

Dr Serge Danhier, radiothérapeute : CHU Quimper-Concarneau, 14 bis, avenue Yves Thépot BP 1757 29107 Quimper Cedex
02 98 52 60 07

Pr Abgrall, PU-PH hématologie : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest
02 98 34 74 55 poste 47033

Pr Besson, chef de service-neurochirurgie : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest
02 98 34 74 55 poste 47322

Mme Creff, infirmière en hépato-gastro-entérologie : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest
02 98 34 74 55 poste 47159

Pr Le Goff, chef de service-rhumatologie : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest
02 98 34 74 55 poste 47267

Dr Meriot, *praticien hospitalier-radiologie* : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest 02 98 34 74 55 poste 47533

Mme Pelletier, *cadre infirmier-pneumologie* : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest 02 98 34 74 55 poste 47360

Mme Roy, *cadre infirmier supérieur-radiologie* : CHU Brest, site de la cavale blanche, r Tanguy Prigent 29200 Brest 02 98 34 74 55 poste 47532

Dr Carre, *MCU-PH-biochimie et biologie moléculaire* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23691

Dr Cochener, *chef de service-ophtalmologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23877

Mme Daniel, *aide soignante orthopédie et traumatologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 16513

M. Davigo, *directeur adjoint* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23560

Mme de Backer, *assistante sociale* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23810

M. Goetghebeur, *interne-oncologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23428

Mme Guillou, *cadre infirmier ophtalmologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23599

Dr Malhaire, *praticien-oncologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23395

Mme Mambrini, *cadre infirmier néonatalogie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 22419

Dr Metges, *praticien hospitalier-oncologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 23395

Mme Pelletier, *cadre infirmier-nourrissons* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 22225

M. Saldana, *emploi jeune-direction générale* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest 02 99 22 33 33 poste 22312

Dr Sassolas, *chef de service-dermatologie* : CHU Brest, site de Morvan, 5, avenue Foch 29200 Brest

02 99 22 33 33 poste 23315

XIV. FRENCH EMBASSIES AND CONSULATES IN THE USA

CAVEAT: The United States requires French citizens coming to the United States to enter the U.S. with the appropriate visa whether they are coming to work either in the short or long term. French immigrants wishing to work in the United States must be certified by the U.S. Department of Labor. There is no provision in our own law for intercession by foreign embassies on behalf of their citizens who wish to circumvent our established procedures. For this reason, the Embassy is not in a position to intercede with the French authorities on behalf of Americans seeking visa exemptions and work permits.

WASHINGTON

French Embassy, Consular Services

4101 Reservoir road NW - Washington DC 20007

Tél : (202) 944 61 95 / Fax : (202) 944 61 48

Web : <http://www.france-consulat.org/dc/dc.html>

District of Columbia, Delaware, Maryland, Ohio, Pennsylvania, Virginia & West Virginia.

ATLANTA

French Consulate General

285 Peachtree center avenue - suite 2800 -

Marquis Two - Atlanta GA 30303

Tél : (404) 522 42 26 / Fax : (404) 880 94 08

Web : <http://www.consulatfranceatlanta.org>

Alabama, Mississippi, North Carolina, South Carolina, Georgia & Tennessee.

BOSTON

French Consulate General

Park Square Building, Suite 750

31 Saint James Av., Boston, MA 02116

Tel: (617) 542-7374 / Fax: (617) 542-8054

Web : <http://franceboston.org/consulindex.html>

Maine, Massachusetts, New Hampshire, Rhode Island & Vermont

CHICAGO

French Consulate General

737 North Michigan avenue - Olympia center -

Suite 2020 - Chicago-IL 60611

Tel: (312) 787 53 59/61 / Fax : (312) 664 41 96

Web: <http://www.france-consulat.org/chicago/>

Illinois, Indiana, Iowa, Kansas, Kentucky, Michiga, Minnesota, Missouri, North Dakota, South Dakota, Nebraska & Wisconsin.

HOUSTON

French Consulate General

777 Post Oak Blvd, suite 600 - Houston TX 77056

Tel : (713) 572 27 99 / Fax : (713) 572 29 11

Web : <http://www.consulatfrancehouston.org>

Arkansas, Oklahoma & Texas

NEW ORLEANS

French Consulate General

1340 Poydras St., Suite 1710,
New Orleans, LA 70112
Tel: (504) 523 5772 / Fax : (504) 523 5725
Louisiana.

LOS ANGELES

French Consulate General

10990 Wilshire Boulevard - Suite 300
Los Angeles - CA 90024-3918
Tel: (310) 235 32 00/01 - Fax : (310) 312 0704
Web : <http://www.etats-unis.com/consulat-la>
E-mail: consulat-la@etats-unis.com

Colorado Arizona,, New Mexico .California counties of Imperial/Inyo /Kern/King/LosAngeles/Mono/Orange/Riverside/SanBernardino/SanDiego/SanLuisObispo/Santa Barbara & Ventura. Nevadacounties of Clark/Esmeralda/Lincoln/Mineral/ Nye.

MIAMI

French Consulate General

1 Biscayne tower - suite 1710 - 2 South Biscayne
boulevard - Miami FL 33131
Tél : (305) 372 97 98/99 / Fax : (305) 372 95 49
Web : <http://www.info-france-usa.org/miami>
Florida, Puerto Rico & the Virgin Islands.

NEW-YORK

French Consulate General

934 Fifth avenue - New-York NY 10021
Tel: (212) 606 36 89 / Fax : (212) 606 36 20
Web: <http://www.franceconsulatny.org>
Connecticut, New Jersey, & New York

SAN FRANCISCO

French Consulate General

540 Bush street - San Francisco CA 94108
Tel: (415) 397 43 30 / Fax : (415) 433 83 57
Web: <http://www.accueil-sfo.org/>
E-mail: cgsfo@best.com

Alaska, California & Nevada (except LA consular district),Idaho, Montana, Oregon, Utah, Washington & Wyoming, Hawaii & the Pacific Islands under the jurisdiction of the United States

OTHER FRENCH CONSULAR OFFICES IN THE UNITED STATES:

France also maintains a consular agent or an honorary consul in many cities in the United States. Their addresses can be obtained from the appropriate French Consulate.

XV. US CONSULATES AND AMERICAN PRESENCE POST IN FRANCE

AMERICAN EMBASSY, CONSULAR SECTION, PARIS

2, rue Saint-Florentin

75382 Paris Cedex 08

Tel: 01 43 12 22 22 Fax : 01 42 61 61 40 E-mail : CitizenInfo@state.gov

BORDEAUX (American Presence Post)

c/o C.C.I.B, 10 place de la Bourse, 33076 Bordeaux

Tel: 05.56.48.63.85 Fax: 05 56 51 61 97 E-mail: usabordeaux@state.gov

(Charente 16, Corrèze 19, Creuse 23, Dordogne 24, Gironde 33, Landes 40, Pyrénées-atlantiques 64, Vienne 86)

LYON (American Presence Post)

1 quai Jules Courmont, 69002 Lyon

Tel: 04 78 38 33 03 Fax: 04 72 41 71 81 E-mail: usalyon@state.gov

(Ain 01, Allier 03, Ardèche 07, Cantal 15, Haute-Loire 43, Haute-Savoie 74, Nièvre 58, Puy De Dôme 63, Rhône 69, Saône-et-Loire 71, Loire 42, Savoie 73, Drôme 26, Isère 38)

MARSEILLE (Consulate General)

12, Place Varian Fry, 13086 Marseille

Tel: 04 91 54 92 00 Fax: 04 91 55 09 47 E-mail: amcongenmars@fr.inter.net

(Ardèche 07, Ariège 09, Aude 11, Aveyron 12, Bouches-du-Rhône 13, Corse-du-Sud 2A, Haute-Corse 2B, Gard 30, Haute-Garonne 31, Gers 32, Hérault 34, Lot 46, Lozère 48, Pyrénées-Orientales 66, Tarn 81, Tarn et Garonne 82, Var 83, Vaucluse 84)

NICE (Consular agency)

7, avenue Gustave V, 3 rd floor, 06000 Nice

Tel: 04 93 88 89 55 Fax: 04 93 87 07 38

(Principauté de Monaco, Alpes de Hautes-Provence 04, Hautes-Alpes 05, Alpes Maritimes 06)

RENNES (American Presence Post);

30 quai Duguay-Trouin, 3rd floor, 35000 Rennes

Tel: 02 23 44 09 60 Fax: 02 99 35 00 92 E-mail: usarennes@state.gov

(Calvados 14, Côtes d'Armor 22, Finistère 29, Ile-et-Vilaine 35, Loire-atlantique 44, Maine-et-Loire 49, Manche 50, Mayenne 53, Morbihan 56, Orne 61, Sarthe 72, Vendée 85)

STRASBOURG (Consulate General)

15, avenue d'Alsace, 67082 Strasbourg

Tel: 03 88 35 31 04 Fax: 03 88 24 06 95

(Doubs 25, Jura 39, Meurthe-et-Moselle 54, Meuse 55, Moselle 57, Bas-Rhin 67, Haut-Rhin 68, Haute-Saône 70, Vosges 88, Territoire de Belfort 90)

TOULOUSE (American Presence Post)

25, allée Jean Jaurès, 31000 Toulouse

Tel: 05 34 41 36 50 Fax: 05 34 41 16 19 E-mail: usconsulate-tlse@wanadoo.fr

(Ariège 09, Aveyron 12, Haute-Garonne 31, Gers 32, Lot 46, Hautes-Pyrénées 65, Tarn 81, Tarn-et-Garonne 82)

XV. FRANCO AMERICAN ORGANISATIONS

A. Sister cities

BRITTANY

Brest-Denver

Jacques Bui
1, rue de l'harpeloire
29000 Brest
02 98 46 51 52

Pontivy-Napoleonville

Michael Le Botlan
142, rue Roger Lecunff
56300 Pontivy
02 97 25 44 79

Rennes-Rochester

Eric Beaty
American Presence Post
30, quai Duguay Trouin
35000 Rennes
ebeaty@fr.psinet.com
www.ville-rennes.fr/decouv/jumelage/pages/rochester.htm

Vitre-Greece

Alain Bouvet
Comité de jumelage
Place du Général De Gaulle
35500 Vitré
02 99 74 54 50

LOWER NORMANDY

Caen-Nashville

Thierry Ygouf
6, place de la République
14000 Caen
02 31 30 43 85

Caen-Alexandria

2, rue Robert Genistal
14000 Caen
02 31 43 87 97

Deauville-Lexington

Philippe Behuet
BP 90 127
14804 Deauville Cedex
02 31 14 02 02

St Lô-Roanoke

Catherine Richard
14, rue des Pigas
50000 St Lô
02 33 55 86 54

Association France Etats-Unis

Comite de Caen Calvados
25, rue Saint Jean
14000 Caen
02 31 50 02 37

LOIRE REGION

Nantes-Seattle**Nantes-Jacksonville**

Jean Claude Marais
10, Boulevard Stalingrad
44000 Nantes
02 40 34 49 02

Saumur-Asheville

Mme Danièle Rabia
Mairie
Commission municipale des relations internationales
Rue de Molière
49400 Saumur
02 41 83 30 00

Association France Etats-Unis

Comité Nantes Atlantique
CCO
Tour de Bretagne
44047 Nantes Cedex1

B. Bilingual education

BRITTANY

Pont Aven School of Art

5, place Gauguin
29930 Pont Aven
02 98 09 10 45
fax : 02 98 06 17 38

School Year Abroad

5, allée Sainte Marie
35700 Rennes
02 99 38 23 33

Ecole Jean Moulin

5, rue Jean Moulin
35000 Rennes
maternelles : 02 99 33 22 54
élémentaires : 02 99 54 57 04

Collège Malifeu

11, rue de la Bourbonnais
35000 Rennes
02 99 59 19 89

Groupe Scolaire Notre Dame de la Palestine

Maternelle/primaire La Palestine
20, rue de la Palestine
35000 Rennes
02 99 84 81 09
sec.palestine@institution-st-vincent-rennes.org
Collège/lycée St Vincent Providence
57-75 rue de Paris CS 46430
35064 Rennes Cedex
02 99 84 81 00

Lycée Ile de France

15, avenue Charles Tillon
BP 8316
35083 Rennes Cedex
02 99 54 44 43

LOWER NORMANDY

Cour Prieur

32bis, rue Fred Scamaroni
14000 Caen
02 31 86 23 01
coursprieur@aol.com

LOIRE REGION

Collège lycée Grand Air

77, avenue du Bois d'amour
44504 La Baule
02 40 11 58 00
fax : 02 40 11 17 23

C. Miscellaneous

Bretagne TransAmerica

Place du Rumel
BP 34
56110 Gourin
02 97 23 47 46
fax : 02 97 23 49 50
bta56@club-internet.fr
www.gourin.com/bta

Institut Franco-Américain

7, quai Chateaubriand
35059 Rennes
02 99 79 20 57
fax: 02 99 79 30 09
webmaster@ifa-rennes.org
www.ifa-rennes.org

American Library in Angers

60, rue Boisnet
49100 Angers
02 41 24 97 07
fax : 02 41 24 97 07
amerlibangers@wanadoo.fr
<http://www.perso.wanadoo.fr/amerlibangers/>

Fondation Faulkner

Nicole Moulinoux
Université Rennes 2
6, avenue Gaston Berger
35000 Rennes
02 99 14 10 00
<http://www.uhb.fr>

Lord Russell Association

19, rue Coppinger
35800 Dinan

Association Friends of Alfred and Trafford Klots

Château de Rochefort en Terre

56220 Rochefort en Terre

Pont-Aven School of Contemporary Art

Place Paul Gauguin

29930 Pont Aven

www.pontavensa.org